



RICE PACKAGING

SOLUTIONS

Date: April 15, 2020

From: Ed White –

Subject: Rice Packaging Policies and Procedures related to the COVID-19 Pandemic

Rice Packaging takes the health of all employees as the highest priority. We are doing all we can to keep employees safe and educated.

First and foremost, Rice Packaging Inc. has been designated as an Essential Business. Based on this status we are exempted from orders to Stay at Home/Safer at Home such as being implemented in Connecticut, California, Massachusetts, and many others.

We have been in contact with our key vendors and they anticipate no disruptions in supplying raw material to keep our business rolling. While the US/Canadian border has been closed, commerce is still allowed to function. As a result, the paperboard we purchase from Canada is still flowing. In the event of a hard shutdown, we have access to a domestic mill from the same vendor.

On an internal basis Rice Packaging has implemented the following measures since mid-February.

1. In February we implemented a travel policy whereby any employee who travels outside of the U.S. must self-quarantine for 14 days before returning to work. In March we adjusted the policy whereby any employee who travelled on a plane must self-quarantine. We have required 2 employees to self-quarantine due to travel. They are healthy and back to work.
2. We initiated a housekeeping and personal hygiene campaign with posters in all common areas for the purpose of educating employees on how to avoid sickness and how to stay healthy with clean hands, clean workspaces and clean habits.
3. We reinforced a policy of sick people are to stay home. Any employee who is sick, even with a common cold has been instructed to stay home. We have IR forehead temperature scanners to check the status of any employees who give us reason for concern. We have had no sick or symptomatic employees on-site. We have had employees out for various health reasons using extreme caution on their return. We are fortunate that our employees understand the risks and take their health and their co-workers health as a priority. People are not showing up with even minor colds.
4. We have implemented a “No face to face” meeting policy where vendors or customers are being asked to meet with us through the virtual world with phones and computers.
5. We have implemented a no hand shake requirement and requirements for a 6 ft distance rule for proper social distancing.
6. We have a full supply of soap, antibacterial liquid, antibacterial spray for all employees to use throughout the day. We have ample supplies of toilet paper and wipes as well.
7. In early March we put the company on lockdown. No vendors or non-employees are allowed into the building in any area.
8. UPS and Mail services are required to drop off on a non-staffed dock area not connected to any workspace or employee. All doors are locked with signs on every door indicating people must call in to speak with me personally.

9. We have distributed face masks to all employees. These masks are reusable, and able to be washed and disinfected. In fact, the owner of Rice Packaging has been making hundreds of masks on a regular basis and donating them to local medical professionals. These masks have been evaluated and were given an N93 safety rating.
10. We have letters handed out to all employees for them to carry on their person indicating they are essential to the operation of Rice Packaging and that Rice Packaging is supplying food packaging, medical packaging, antiseptic wipe packaging, coffee and tea packaging, military packaging, and face mask packaging, therefore, these employees must be allowed to travel unencumbered to and from work.
11. We modified our overtime pay policy. In the past, if an employee called out sick one day, they would not receive time and a half pay (overtime) if they worked on an overtime day. Overtime would only be paid after an employee actually worked 40 hours. Upon reflection, this policy could encourage people who were sick and did not want to lose overtime pay to show up to work sick. The new policy allows employees to call out sick, use personal, sick, or vacation time for their sick days, and then when better they can work on an overtime day and get time and a half pay.
12. By nature of our workplace buildings, almost all work areas are naturally segregated. Each department and each office area is segregated by different buildings, therefore we never have people in groups larger than just a few working together. Our collection of buildings is actually perfect for social distancing. Our office area is locked at all doors.
13. We set up cleaning stations for all clock in areas and made it a requirement to clean before and after an employee clocks in or out. We removed the fingerprint scanner for clocking in and have given all employees a time card or access to a computer workstation.
14. We set up a staggered shift start to allow for a 15 minute window for one shift to leave, and the next shift to come on. In this way there will be no requirement for workers to be in the same workstation area.
15. We have our cleaning agency make weekly Viruscide fogger applications in all office and common areas, as well as on flat workbenches. On a nightly basis we use antiseptic spray for a common areas, surfaces, work spaces, and desktops.
16. We have set up Bill of Lading mail boxes outside and do not allow truck drivers into the building and we no longer sign for deliveries. We have requested all shipping documents be sent to us via email. Packages are left to sit for 24 hours before we open them. If required sooner they are sprayed with disinfectant.
17. In the event an employee is diagnosed with Covid-19 they now know they are to be self-quarantined until their good health returns and all symptoms are gone. Due to the size of our business, all employees are eligible for the Emergency Family Medical Leave Act and the Family First Medical Leave Act compensation plan.
18. In the event an outside vendor needs to come inside to work on a piece of equipment we contact the vendor and have them verify the contractor has been following all appropriate safety protocols and can abide by all items already listed on this document.
19. Finally, all of our operations are redundant with significant levels of cross trained staff. We can product on multiple machines, using various people who have all been trained and who have years of print and packaging experience.

We continue to monitor the situation and make changes as we learn more. Please let me know if you have any further questions,

Best Regards, Stay Safe, Say Healthy!!

Edward L. White
Vice President
Rice Packaging, Inc.