

Date: April 14, 2020

Memo: To All employees

From: Mike Misik, President

Re: Covid-19 Virus

Belco Packaging Systems is classified as an “Essential Business” in a letter by the U.S. Department of Homeland Security on March 19th, 2020. Due to the support we continually provide to the medical industry, we will continue operating with standard business hours.

Business Hours: Monday – Friday. 7am to 6pm. Weekend overtime schedule to be determined by management.

Please continue to operate under your standard work schedule unless directed otherwise by management.

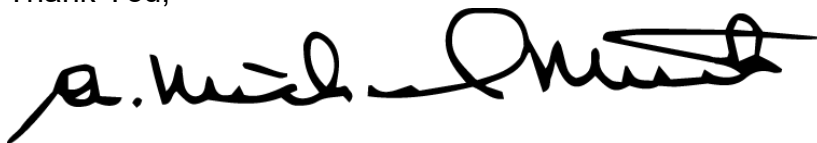
To follow Federal, State, and Local government requirements, we are requiring everyone to wear a masks while you are in the building. We will provide to all employees who enter the building and any vendors and contractors as well, hand sanitizer, gloves, and masks. Some of you may choose to wear your own bandannas, masks, face shields, etc.

Please exercise caution around other employees and with your family and friends when not at work. The best thing we can continue to do is practice Social Distancing when at work, in meetings and at home and outdoors. The accepted distance is 6 feet.

We do not want to have any or our loved ones, friends and co-workers exposed or put at risk when there are practices we can do to help in this situation.

Please be vigilant and wash your hands!

Thank You,



A. Michael Misik