



1400 Paramount Parkway
Batavia, IL 60510

Phone 630.879.2100
Fax 630.879.9862

March 30, 2020

Partners:

As an essential business, Batavia Container is committed to providing uninterrupted service to our customers.

Our multiple locations provide flexibility to transfer orders among manufacturing plants.

We have no reports of COVID-19 within our workforce, nor in our supply chain, and we are committed to:

Prevention

- We provide daily updates to our staff communicating the latest COVID-19 developments including CDC guidelines to prevent the spread of the virus.
- Cleaning and disinfecting procedures are frequent, thorough and supervised.
- Our manufacturing employees are following social distancing protocol.
- Our office employees are primarily working from home, but we do maintain a skeletal office staff who are also practicing social distancing.

In the Event of a Confirmed Case

- We are closely monitoring confirmed cases in our area.
- Batavia Container is in daily contact with our suppliers to monitor confirmed cases.
- We will follow CDC guidance in the event of a confirmed case in our workforce.

Your partnership is very important to Batavia Container.

Best wishes to you and your family during this challenging time.

Please reach out with any questions.

J. Clayton Shaw
President