



KW Plastics Recycling Division

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DATE: March 12, 2020

TO: KW Plastics / KW Plastics Recycling Division Employees

SUBJECT: COVID-19

KW Plastics takes the safety and health of our employees and the community very seriously. At this time, it is our intent to continue our operations and remain open, while closely monitoring the COVID-19 developments locally and nationally.

As a part of our efforts, we are taking the following steps:

1. If you are feeling sick, have been tested and/ or are diagnosed with COVID-19, please disclose this to your supervisor as soon as possible and self-quarantine for the recommended period of time, as per your doctor.
2. In-person meetings should be restricted, and business should be conducted via phone, e-mail and web conferencing as much as possible; business travel and external visits should be considered postponed unless approved.
3. Maintain a distance of 6 feet between other individuals in the workplace.
4. We will increase the frequency and level of cleaning in the offices and hygiene building in order to continue to disinfect the areas most traveled and utilized;
5. Work your hands per CDC guidelines regularly, avoid touching doorknobs and other common surfaces.

At this time, we are not anticipating any interruptions to our operations, unless demand or legal intervention dictates. Should any of our customer demand change, we ask you to please notify us as quickly as possible so we can manage those adjustments accordingly.

While this virus is an unfortunate circumstance for all of us to work through, we remain committed to fulfilling our obligations to our employees, our customers, our suppliers and our communities.

Please feel free to contact us with any questions.