



**To our vendor community and customers:**

Given the ongoing concerns around the Coronavirus (COVID-19), we want to provide you with an update on the measures that we are taking to help prevent the spread of the virus while continuing to support our customers and the communities they serve. Additionally, at Millennium Packaging, the health and safety of our employees remains our top priority and focus. Our thoughts and prayers go out to all who have been impacted by this crisis.

We recognize and understand that it is critical that you continue to receive the products and services that we provide, and we maintain our commitment to your business. Millennium's distribution center facilities and delivery network are functioning, and we are working closely with our vendor partners to ensure we do everything to ease the impact to your supply chain. Currently, delivery schedules continue as normal. We are closely monitoring inbound product replenishment orders and will communicate any supply interruptions when they may occur.

Millennium's leadership team is meeting daily to assess and respond appropriately to the ongoing situation as it evolves. We are operating in accordance with guidance from the Centers for Disease Control (CDC) and local government and health authorities. We have implemented internal measures to safeguard our employees. We have put in place many actions that result in a reduction of potential transmission including instructing employees who are able to do so to work from home; reducing and restricting non-essential travel; and implementing the hygiene protocols and social distancing from the CDC for on-site employees. For suppliers that interact and visit our facilities we ask that contact be minimized, to include that of delivery drivers.

The Millennium team takes our responsibility to our customers very seriously, and we will continue to work diligently to maintain the level of service you have come to expect from us. This situation is very fluid and seems to change daily. We at Millennium are committed to communicate to you as we navigate this global challenge. We thank you for your business, and please stay safe.

Sincerely,

Chris McLaughlin, CEO

Millennium Packaging & Distribution