

# Protecting the Sonoco Family

While everyone across the world continues to navigate the uncertainty of COVID-19, one thing remains consistent – our leaderships dedication to safety. Safety has always been, and will always be, a core value at Sonoco. Each day we work hard to create a caring, safe, and fulfilling work environment for all of our employees around the globe. We want our employees to know that they can rely on us to respond swiftly and appropriately, and it's our goal to keep our teammates educated and informed along the way.



As the impact of Coronavirus continues to escalate across the world, we are focused on taking reasonable measures to help protect the health and safety of our teammates and their families and to help provide continuing availability of products critical to our customers.

Certain workplace protocols have been established; they include (but are not limited to) the following:

1. **Social Distancing** - Social distancing measures have been implemented to limit close social contact between employees that can cause the spread of the virus. We know remote working is not practical in all situations, and the ultimate decision of approving remote work is the responsibility of divisional leadership.

We understand that the majority of our teammates work in our production facilities and that remote work options aren't necessarily available. However, by implementing social distancing, which can result in more of our corporate teammates working remotely, we inherently are providing a safer work environment for our production teammates.

Our teammates in our Asia and European operations have implemented some onsite best practices that include using visual indicators such as floor tape to limit encroachment, closing personal office doors when possible, and using mailboxes for paperwork delivery. Each of these approaches has greatly decreased the potential risk of exposure to all employees!

2. **Onsite COVID-19 Coordinator** - Each Sonoco site now has a designated, trained, full-time individual to coordinate local response.
3. **Employee Education** - We have incorporated COVID-19 workplace protocols into the daily safety 'points-of-contact' with employees and have added informative visual communications throughout our facilities.
4. **Visitor Screening Policy Implementation** - Currently, Sonoco has prohibited visitors from all facilities unless approved by the site manager. Any visitor that is approved to enter must complete a visitor screening process, which includes a pre-set of questions related to COVID-19 exposure.
5. **Employee Health Screenings** - Employee Health Screenings have been implemented at designated facilities. Each screening is designed to asks employees solely about COVID-19 symptoms and exposure to others who may be infected with the virus.

6. **Cleaning & Routines** - We have established a standard, documented cleaning routine for facilities with particular attention paid to areas where employees may share equipment or space, such as door handles, equipment controls, locker rooms, and more.

While each of these protocols and guidelines have been put in place for your safety, we realize that this era of uncertainty can also cause some anxiety and/or stress. The Sonoco Employee Assistance Program stands at the ready to support you with any questions or concerns you may have regarding your well-being. Please contact them via phone (1-855-380-5534) or website ([www.guidanceresources.com](http://www.guidanceresources.com)), with our company web ID of Sonoco123.



**Call GuidanceResources®**  
**anytime for confidential assistance.**

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