



March 9, 2020

Dear Valued Supplier,

As promised, Sonoco's pandemic planning team is continuously monitoring the COVID-19 virus threat in the regions that we operate and is developing plans to ensure that our operations remain fully functional by implementing practical measures focused on reducing unnecessary risk.

**One of the specific measures that Sonoco is implementing is a 60-day ban on non-critical supplier visits to all locations.** If a representative from your business will be at one of our Sonoco facilities for a business-critical function, they should be prepared to self-report to their Sonoco contact, any travel outside of that particular Sonoco plant's country *within the prior two weeks*. This report must be provided PRIOR to any visit to Sonoco facility, and should be provided via phone or email to obtain approval for the visit.

**Please be sure you share this memo with your associates that may travel to Sonoco facilities for any reason.**

I would like to share protective measures and tips that Sonoco is implementing internally. These measures will apply to you and your employees when they visit any Sonoco facility.

- Self-report if you have travelled outside of the country of the plant you plan to visit within the past two weeks (provide the countries visited).
- Avoid touching your eyes, nose, and mouth. Please **wash your hands frequently** and keep a social distance from those who coughing, sneezing, or sick.
- Routinely clean your work area, such as countertops, doorknobs, keyboards, remote controls, desks, etc. using disposable disinfectant wipes.
- Help us keep our work environments safe – **please do not come to work if you are sick.**
- Remain at home and call your physician if you begin [experiencing symptoms associated with COVID-19](#). Please [follow this protocol](#) per the CDC.

Best Regards,

*Greg Munoz*

VP, Global Supply Management  
Sonoco Products Company