



P.O. Box 23088
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Tel.: (1) 727 536 7895
www.bicgraphic.com

June 12, 2020

To Our Valued Partners,

As businesses reopen around the country, I want to assure you that BIC Graphic is doing everything we can to supply the best products and services to help your business react to the changing marketplace. An essential part of business ramping back up is making sure we do so safely. Our Executive Team continues to work on-site and meet regularly to monitor the latest updates to ensure our enhanced sanitation protocols continue to keep our employees and customers safe.

#ReboundReady™ Safety Measures

All BIC Graphic factories have remained open throughout the COVID-19 crisis, providing essential industries with the products and services they've needed. As more businesses reopen, our team is ready to help our customers be #ReboundReady™ as they get back to work. In order to support our partners and customers in the safest way possible, all BIC Graphic team members are adhering to the following guidelines:

- Strict hand washing and sanitation policies set at the start of all shifts and scheduled throughout the workday
- Enhanced deep cleaning procedures at all facilities and a daily, 15-minute cleaning regimen for all employee workspaces
- All manufacturing equipment, workstations and fulfillment areas are sanitized at the end of each shift, and at the start of each shift. All materials are stored in secure clean areas
- Upgraded mask availability to GB2626 KN95 masks that provide two-way protection for at least 8 hours with 95% filtration of particles >0.3 microns in size
- Masks are provided and mandatory at all workstations that require employees to be less than 6' apart, in all public areas, at facility entrances/exits, aisles, hallways and common areas
- All outside visitors and tours must be scheduled in advance and all guests will be required to wear a mask inside the facilities

Caring for Our Employees

Our sites continue to operate with social distancing in place and following all CDC safety guidelines as we plan to bring our employees back to the workplace. In preparation of more team members working on-site, all returning employees will receive re-onboarding guidance to reinforce safe practices. We are also implementing the following additional policies:

- Wherever practical, all workstations, break areas and meeting rooms will be rearranged to accommodate a minimum 6' distance between individuals
- Directional traffic control for all aisles in offices and on the production floor
- Posted reinforcement of health and safety messaging at all entry points
- Staggered break times with seating and tables clearly labeled for individual distancing



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All BIC Graphic team members also have access to our internal COVID-19 Employee Resource Hub for real-time company updates, reminders and education to keep them informed with the latest information on COVID-19. This Hub allows us to proactively engage with employees and address any questions and concerns that arise.

Looking Ahead

While our immediate focus is supplying you and your clients with the items that are in-demand right now, our team is also getting ready for our industry's recovery. We are busy developing thoughtful strategies to do our part to help you be #ReboundReady™. As always, our attention remains on supporting our employees, customers and communities. I encourage you to visit our updated [COVID-19 Resource Hub](#) for resources and tools designed to help get you back to business as well as the latest information on what's next.

BIC Graphic will continue to stay informed, use necessary precautions and prioritize everyone's well-being while looking toward a brighter future. As we take on new challenges, we look forward to the promotional products industry coming back stronger than ever. Stay safe, and please don't hesitate to reach out to your BIC Graphic representative with any questions or concerns.

Respectfully,

A handwritten signature in blue ink that reads "David A. Klatt Jr." in a cursive script.

David Klatt, CEO