

March 19, 2020

COVID-19 Update

I'd like to update you on the status of Quik-Pak given today's order from the State of California. We have reviewed the order and Quik-Pak is considered an Essential Business as we service the telecommunication, biotech/healthcare and general technology sectors and we are therefore exempt from this order.

**QUIK-PAK will remain open for business and will continue to serve the needs of our valued customers while ensuring our employees are well protected from the COVID-19 virus.**

We've taken many precautionary measures, in accordance with guidance from the CDC and other local health authorities, to ensure the health and well-being of our employees. Additionally, we've put the following measures in place to help minimize the spread of the COVID-19 virus...

*Travel: We have canceled our attendance at all trade shows and conferences until deemed safe again and have eliminated all non-critical travel throughout the company. While you may not see us outside of our offices, please understand that we are always reachable via telephone or email.*

*Remote Work: While most of our employees are required to be on-site to tend to our customers' products, we have identified key positions that can accomplish their daily tasks from outside of our offices and have set-up those employees to work remotely.*

*Customer Visits: As with most of society, Social Distancing has become the norm at QUIK-PAK . We are discouraging our customers and vendors from visiting our office. If your visit is essential, we ask that you follow our on-site health and safety guidelines and maintain a safe distance from our employees.*

I will continue to provide updates regularly as to our overall status. Until then, rest assured that we are monitoring this very fluid and ever-changing situation on a daily basis and will continue to act with both our customers' and employees' best interests in mind.

Thank you for being a valued customer of QUIK-PAK! Please do not hesitate to reach out to us should you have any further questions.

Regards,

Ken Molitor

Chief Operating Officer