



5060 Duff Drive
Cincinnati, OH 45246
513-874-6874

5170 Duff Drive
Cincinnati, OH 45246
800-745-6874

Date: March 13, 2020

To: All Customers, Suppliers and Vendors

From: Cincinnati Container Company

RE: CCC COVID-19 Mitigation Plan in Effect

Cincinnati Container is monitoring the spread of COVID-19 in the United States. In the event the Coronavirus spreads to our community we are looking at ways of protecting our Cincinnati Container Family, Customers, Suppliers and Vendors. We have asked all of our employees to help mitigate the spread of flu and COVID-19.

Cincinnati Container is currently following the CDC guidelines for mitigation. If an employee is at work and becomes sick we are asking them to go home. All employees are asked to self-monitor for symptoms and report to their immediate supervisor.

We ask all temporary employees who come into work with cold and flu like symptoms to check their temperature. If they do not want to or if they do have fever we will ask them to go home.

Our company has implemented our plan for social distancing that should enable us to run Cincinnati Container through even the hardest times. Our sales team is equipped to work from home and staff here in our main building will be working shifts to accommodate our customers and maintain our ability to deliver and receive shipments. We also have the ability to teleconference or make conference calls.

Effective Monday, March 16, 2020 Cincinnati Containers will not allow access to our building. We ask all visitors to call our office and warehouse to let us know you are here.

- Call our Office to make a payment on an order 513-874-6874 so someone can assist you.
- All shipping and receiving call our warehouse manager Johnny Calton at 513-513-289-1121 or Vern Noble, Assistant Manager 513-289-3801.

If your company is implementing strategies for sales meetings, customer contact, delivery and receiving please notify your Cincinnati Container representative so that we can strengthen our partnership to keep our community safe.

Thank you in advance for helping to safeguard the health of all our families.

Paul A. Johnson, President

Cincinnati Container Company