



Acme Paper is committed to protecting the continued good health of our employees, customers, and their families. As COVID-19 continues to spread across the globe, it is important to have both awareness of the facts surrounding this serious issue, and more importantly, methods and procedures you can undertake to prevent contamination. Acme Paper remains committed to be your local and regional source for easy-to-use, effective cleaning, sanitizing, and disinfection products.

Coronavirus Facts:

Coronavirus (COVID-19) is most commonly spread from an infected person to others through:

- The air by coughing and sneezing
- Close personal contact, such as touching or shaking hands
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands
- Fecal contamination (rare)

While, there are currently no vaccines available to protect you against human coronavirus infection, the best methods of prevention include:

- Proper hand hygiene - wash hands for at least 20 seconds with soap and water, or use an alcohol-based hand rub
- Covering your mouth and nose with flexed elbow or tissue when coughing or sneezing – throw tissue away immediately and wash hands
- Not touching eyes, nose, or mouth
- Avoiding close contact with people who may be ill
- Cleaning and disinfection of surfaces contaminated with respiratory secretions from sick people - paying special attention to high-touch surfaces such as door handles, light switches, handrails, elevator buttons, etc.

As this situation continues to unfold, please visit Centers for Disease Control, [Coronavirus.gov](https://www.cdc.gov), and World Health Organization websites for more up to date information.

Our drivers will be equipped with sanitizing products for themselves and their equipment. We will also closely follow the recommendations of the CDC and WHO, and will implement any of their relevant recommendations.

Sincerely,

Ron Attman
CEO
Acme Paper & Supply