



Navis Industries, Inc. 501 Davis Road, Elgin IL 60123
Web: www.navisfilms.com Email: sales@navisfilms.com

An SQF v8.0 Food Safety & Quality Certified Company



GENERAL STATEMENT

Navis Guidance Protocol: Advance Planning and Response to Coronavirus Disease (COVID-19), March 2, 2020

With the prevailing emergence of the current Novel Coronavirus (COVID-19) outbreak, the information below is meant to assuage customers' concerns as to our state of preparedness overall and inform them about the proactive measures Navis is taking to ensure the continuity of business operations:

- ✚ None of our raw material ingredients or sub-ingredients are sourced in China.
- ✚ At present we do not foresee any disruption in our supply chain.
- ✚ At this time we do not anticipate any increase in response time for custom slit orders.
- ✚ We have implemented amended hygiene protocols that were previously developed as part of our SQF Crisis Management Plan, which includes enhanced internal sanitization measures, canceling all non-essential visitations to Navis to protect the integrity of our facility and monitoring the health of our employees.
- ✚ Over the years, Navis staff has been significantly cross-trained to perform essential functions so that the workplace is able to operate even if key staff members are absent.
- ✚ Navis Management continues to reinforce the need to follow local authorities' guidelines and recommendations.
- ✚ The dissemination of information will remain an active Crisis Management Plan protocol.
- ✚ We are working to update our Website to provide a link to bring you real time status reports.

Tony Moran
Scott Griffith



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STATEMENT ON SUPPLY CHAIN PREVENTIVE CONTROL

Dear Valued Customers,

We want to thank you for your patience during this very challenging situation and provide you with an update on our response to the COVID-19 health emergency. The Navis Leadership Team is closely monitoring the status of the outbreak and its potential adverse impact on supply chain continuity for our market.

As a proactive measure, the letter below was sent to all Navis Approved Suppliers. None of them have indicated to us any degree of supply disruption exists for BOPP and PET raw materials. And please be advised that none of our packaging films or sub-ingredients are sourced from China.

Navis will continue to communicate with our suppliers to capture updated status information so that we can keep our customers informed of any changes in potential severity of impact to delivery which may arise from delays in shipping.

Lastly, Navis has activated a component of its SQF Crisis Management Plan which includes an amended protocol for Personnel Hygiene and Safety as a response relating to the COVID-19 outbreak here in the US.



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**FOOD SAFETY SYSTEM For
 The MANUFACTURE of FOOD PACKAGING**

As the spread of COVID-19 continues to be front and center as a supply chain risk factor to the global community we here at Navis seek assurances from you that we will be so advised of any and all potential disruptions that might affect the flow of raw materials to us.

Moreover, we would like to know what steps you are currently taking to proactively protect the flow of your finished product and what, if any delays you may have had or are experiencing presently.

Lastly, many of our Converters and End-Users are asking us to provide information on sourced raw materials, if any which might originate in China. As such, please provide a response to the following:

Do you source any resins from China? YES NO Do you source any sub-ingredients from China? YES NO Do you source any shipping material supplies from China? YES NO

Raw Material Name	Sub-Ingredient Name	Supplies
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

(If you answered in the affirmative to any of the three questions listed, please name item in the table above.)

Lastly, for reasons of transparency and accountability, please respond to the questions listed below.

Does your Crisis Management Plan include a component for Pandemic preparedness and response? YES NO

If your CRM does not include operational plans for a Pandemic response, what is your timeline for development and implementation? [Click here to enter text.](#)

Thank you in advance for your information and immediate reply. We greatly value your attention to our needs and appreciate your operational support during this important, consequential time.

Sincerely,
 Jeff Farnham
 Quality Control/SQFP
Jeff@navisfilms.com



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IMPLEMENTATION OF CRISIS MANAGEMENT MODULE FOR PANDEMIC INFLUENZA: KNOWN DANGERS

Navis Guidance Protocol: Advance Planning and Response to Coronavirus Disease (COVID-19), March 2, 2020

As an SQF certified company, we are all aware of and follow the standard protocol for Employee Hygiene and Welfare, Handwashing, and the use of Protective Clothing as outlined in Module 13.3.

However, with the prevailing emergence of the current Novel Coronavirus (COVID-19) outbreak, the information presented below is intended to be an amended, interim and mandatory guidance protocol which may help prevent exposures to the acute respiratory illness in our homes and our workplace here at Navis.

To help mitigate the risk of a potential spread of COVID-19 the following Personnel Hygiene and Welfare Policy is to be followed by all Navis employees effective immediately.

- Every employee should stay at home if you begin to feel unwell, even with mild symptoms such as headache, cough and/or slight runny nose, until you recover.
- Every employee who displays any symptoms of acute respiratory illness should notify their supervisor and ***are required*** to stay home and not come to work until they are free of fever (100.4⁰ or greater, using an oral thermometer). A written statement of medical clearance will be required from your health-care provider prior to returning to work.
- Employees who are well but who may have a sick family member at home, should notify their supervisor and stay at home. In this instance it is recommended the employee should contact their health care provider on how to conduct a risk assessment of their potential exposure to Coronavirus.



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- Employees who may become sick during the day should advise their supervisor and separate himself or herself from other employees and depart for home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- Employees are encouraged to visit the OSHA webpage to obtain more information about the evolving outbreak and additional guidance for preventing exposure. The URL is below:
<https://www.osha.gov/SLTC/covid-19/>

You can also link to the World Health Organization to stay informed on the latest developments about COVID-19. The URL is shown below:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>.

Additional Measures Navis will Advance to Further Safeguard our Employees and Workplace Environment

(Please keep in mind for most of us in the US, the risk of infection with COVID-19 is currently low.)

Standard Practices

- Employees should wash their hands thoroughly on a regular basis using soap and water and/or clean their hands by using an alcohol based hand rub solution. **Note: Additional hand sanitizer dispensers will be installed in the office and warehouse.**
- Employees should be extra vigilant in practicing good respiratory hygiene. And this means to fully cover your mouth and nose with a bent elbow or tissue when you cough or sneeze. The used tissue should be disposed of immediately in the appropriate receptacle.
- Employees coming into contact with outside persons, like delivery truck drivers, or mail carriers for example, should be cognizant of his or her health status and maintain a safe distance if you notice the visitor is coughing or sneezing. **Note: Consider wiping down**



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any surface said person might have touched with a Clorox Anti-septic Cloth Wipe. (Containers will be provided for your desk). **And if you sign an electronic pad for express mail, please wash your hands afterwards.**

- Employees are likewise encouraged to use the Clorox disinfectant wipes on a regular basis in common areas like the kitchen counter, sink, entrance countertop for visitor's sign in area, and printer stations.
- The Navis Sanitarian has been instructed to increase the number of hours and scope of his routine in the discharge of duties related to warehouse and office sanitation making sure common surfaces are not only clean but disinfected as well.
- The SQFP will increase his Environmental Monitoring of Food Contact Surfaces to be performed on a Monthly basis in the near term to validate machine sanitation routines are effective.

FAQ's / Hyperlinks to Data

Click on the hyperlink below to get more information on the 11 topics listed below

[SQF Amended Hygienic Protocol Hyperlinks.docm](#)

- General information about the virus.
- Signs and symptoms of COVID-19
- How COVID-19 is spread
- How long the virus can survive.
- Some guidance on facemasks.
- What to do if a visitor with suspected COVID-19 has come to Navis.
- What to do if a visitor with a known case COVID-19 has come to Navis.
- What you should do if you come into contact with a confirmed case of COVID-19.
- Handling mail, and or packages from affected areas.
- Cleaning the office is a suspected or confirmed case of COVID-19 has been certified.
- Rubbish disposal



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Summary

As the owners of Navis, we understand the responsibility that is ours to protect the health and safety of our employees and our customer's as well.

For this reason we want you to be as pro-active as we can and provide you with the most current information that is available concerning this evolving health threat. Moreover, we want to ensure you that we will stay apprised of the issues as they evolve and will continue to monitor outcomes as they present.

We encourage you to follow this protocol vigorously. Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

Since we know that similar viruses are transferred to and by people's hands, we can tell you with certainty the regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.

Thank you in advance for your co-operation in this matter.

Tony

Scott

March 2, 2020