

All Employees

April 30, 2020

Greetings and best wishes everyone!

Just a short message today to let you all know we are updating our shutdown notice from the previous estimate of May 4 to “indefinite” status.

We are all happy to hear about the easing of some restrictions at state and local levels. Hopefully, those changes will come more frequently in the weeks ahead. However, we also know that our full return to work schedule depends much more on our customers than governmental directives. Our customers returning to work around the country will drive our decisions and action plans.

We have had some limited production in Indiana and Nebraska over the past 2 weeks.

We plan (and some of you have already been in communication locally) to expand this limited approach starting next week to all our operations. If you are on the list to return and assist with some orders, backlog, special requests or services, you will be contacted.

Local management is (and has been) preparing for altered work schedules, safe distancing requirements and sanitizing of work facilities. The work efforts in IN & NE gave us good experience for what to expect and implement as we move forward.

In the meantime, our ability to fund payroll continues for now and that is important. While many of us are anxious to get back to work, the reality is it will come slowly, and we will effectively be on a partial shutdown status for another few weeks.

Remain cautious and please continue to stay healthy.

Further updates will be forwarded as the situation dictates.

Stay healthy everyone!

Sincerely,

Jay Fairfield