



8844 MAYFIELD RD.
CHESTERLAND, OH 44026
(440)729-2445

MEMO

March 13, 2020

To: All Employees

Fr: Jay Fairfield

Re: Coronavirus news – company planning – pending action

All,

The pace of news about Coronavirus and the impact on our daily lives has been pervasive and frankly, a bit overwhelming. It's why we've hesitated to communicate until today. And while there remains relatively low risk to all of us for this outbreak, there is risk. Additionally, the impact and consequences of all the action taken because of the outbreak... is real.

The news from many of our customers about their work schedules or plans for partial or complete shutdown has been a daily stream. Our academic clients especially are communicating closures and that means a temporary halt in workflow.

First, the health side:

As of today, we've not had a reported or confirmed case of Covid-19 within our employment. That doesn't mean we won't. We are working on our response plan for such an announcement and hope to communicate more on that topic soon.

In the meantime, we encourage everyone to work hard at practicing good hygiene, maintain safe distances from people and read and follow the guidelines that the government agencies and various health care professionals have distributed or made available. There are many sources of information including the recently posted Anthem message on Covid-19.

Second, the workflow impact:

With the partial or full closure of many customers, our workflow will begin to dwindle. We believe most of our plants have enough work in process to work a full week, next week, March 16th. Beyond that, we are working on some forecasts and plans for the weeks of March 23rd and March 30th. We plan to communicate by Wednesday next week, if not sooner, about those plans.

Please know, that this reduction will impact us significantly and we are sorry about that. We will work hard to minimize the impact to all employees and any actions we take will be shared company wide. Obviously, we are not alone, and the economic and business impact will linger for some time. Despite some short-term inconvenience and likely financial hardship, our goal remains keeping the business as healthy as possible so that once this crisis passes, we can continue to move forward for employees and customers alike in as good a condition as possible.

More soon, and everyone, please stay healthy!

Jay Fairfield, President