

March 20, 2020

## INFORMATIONAL ANNOUNCEMENT - COVID-19 VIRUS

To My Fellow Co-Workers:

First, I wanted to give you all an update on how our quarantined Tuscaloosa Plant 1 Shop employee and his family are doing. I am happy to report that as of this morning, he has reported that they are all fine with no symptoms. This is good news and I ask you all to keep them in your prayers.

Second, I have been asked the following question the last few days:

*“Are we going to shut down the plant?”*

My response is that we will keep all of our operations open unless ordered by Federal, State and/or Local governmental authorities to cease operations. In the event one, more or all of our operations are ordered closed, we have a shutdown plan prepared and we will execute that plan if/when needed.

I want to stress that we are doing all we can to maintain a safe workplace per the CDC guidelines given the situation at hand. Everyone needs to follow the CDC guidelines with respect to preventative measures and use basic common sense. If you are sick, let us know, stay home and see your doctor. If you have an underlying condition per the CDC guidelines that puts you at risk with respect to COVID-19 and wish to remain home, please let us know and we will make the required accommodations per our salary/pay continuation temporary policy. If you are healthy, please report to work (or work from home if eligible) and do your job in the safest, most productive manner possible. None of us know what the near future holds with respect to the COVID-19 Virus issue and a potential mandatory shut down. As such, we need to continue to provide for our families and reporting to work will help in doing that.



If there are any other questions you would like addressed, please submit them to your HR representative and we will answer them as quickly as possible. We will issue another update this Monday or Tuesday.

Thank you and be safe and stay well.

A handwritten signature in black ink, appearing to read "Bob Giammaruti", written in a cursive style.

**Bob Giammaruti**  
Chief Executive Officer