

May 6, 2020

INFORMATIONAL ANNOUNCEMENT - COVID-19 VIRUS

To My Fellow Co-Workers:

It is very gratifying to report that we continue to have no co-workers affected by COVID-19 at this time. As the locations where we live come back to life, let's all work together, at work and away from work, to keep it this way. Now is not the time to become complacent.

As noted in my previous correspondence, we remain at Tier 3 of our COVID-19 Response Plan and will remain so at least until May 31, 2020. Thus, if you are working from home, we will continue this practice until further notice. Same goes with, travel, shop visitors/vendors, in person meetings and shop/office facility cleaning. In short, please continue to do what we have been doing and we will reevaluate the situation in late May and advise any changes to our COVID-19 Response Plan at that time.

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