



The material matters in material handling

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INTERNAL MEMO ONLY

Date: 3/20/2020

To: ALL TEAMMATES

From: John R. Thompson- President & General Manager

Subject: **MFG Operations amid Governors Announcement of 3/20/2020**

On Thursday, March 19th, Pennsylvania Governor Tom Wolf declared a mandatory shutdown of all non-life-sustaining businesses throughout the state effective at 8 p.m. on March 19th. He also announced that businesses had until the end of the day on Friday, March 20 to comply with this mandate or face legal ramifications. A list was provided on the www.pa.gov website outlining the industry categories that this would affect.

After reviewing the list provided by the Governor's office, it has been determined that our business may remain in operation under the provision for Plastics Product Manufacturing. I should note that this may change in the coming days or weeks but for the moment we are continuing our regularly scheduled operations. Again, we have determined that this mandate DOES NOT APPLY to our manufacturing operation. We will remain diligent in our endeavors to reduce exposure but will remain in operation as scheduled.

This is the best information that we have as of the date of this letter. Given the nature of uncertainty relative to this pandemic, we recognize that many changes occur daily and we will do our best to keep the team informed as to the extent of these changes and their potential influence on our business operations. Any changes to our operation will continue to be communicated through our Teammate portal on our website.

These are challenging times and our team must remain focused on mitigating the spread of this virus. For this reason, we will also investigate the working schedules of our front office staff. Similar to other companies throughout our state and nation, we will alter the working schedules and locations of our front office staff to minimize the exposure and propagation of this virus.

Please remain diligent in your hygienic habit practice both inside and outside of the workplace. Be considerate of your fellow teammates.

BUSINESS OPERATIONS WILL REMAIN AS SCHEDULED FOR THE FORSEEABLE FUTURE.