



**March 31, 2020**

LVO Employees:

This is to inform you that one of our colleagues has tested positive for COVID-19. The employee has not been in the plant since March 19, 2020.

The employee has sought medical treatment and we extend our best wishes for their continued recovery.

Individuals who may have been in close contact with this individual have been privately notified, so they can self-isolate and seek medical attention if necessary.

We have activated our cleaning protocols in the affected area, consistent with CDC and OSHA guidelines.

The health and well-being of our employees is our first priority. We are committed to taking all necessary steps for maintaining a healthy work environment and keeping you informed.