



April 1, 2020

LVO Employees:

Based on the current COVID-19 situation in Pennsylvania, we will be extending the suspension of production at our Lehigh Valley Operations (LVO) facilities until at least April 17, 2020. Employees who are required to work will be notified by their Manager / Supervisor. We will provide you with an update on plans to restart production by Wednesday, April 15.

During this down time, we are all experiencing a new way of living as the global COVID-19 pandemic has entered our local communities and thrown our daily lives off balance. It's important to remember that this situation is temporary, and the choices each one of us makes in the coming days and weeks have an impact on the time-span for the COVID-19 life cycle in our communities.

We continue to put the health and safety of our employees first. As a major employer in the Lehigh Valley, we are doing our part to slow the spread of the virus by asking our employees to remain at home unless it is absolutely necessary for you to go out. When you must be out in the community we ask that you maintain social distancing guidelines for the safety of yourself and others. Following these simple steps and enduring some inconvenience in the short-term will reduce the spread of the virus and help to bring a quicker end to the overall situation.

We will continue to monitor the situation and provide you with updates. We strongly encourage you listen to the daily messages provided by our health officials, and ask each of you to do your part by staying home and staying safe.