



April 22, 2020

LVO Employees:

Lehigh Valley Operations (LVO) is scheduled to resume production on Monday, May 11, 2020, in accordance with guidelines issued by the State of Pennsylvania. In order to operate safely and to fully incorporate the required social distancing measures, we will gradually ramp up production levels.

LVO start-up activities will begin on Monday, May 4, 2020. Initially, some employees from Materials, CKD, Maintenance, Customer Adaptation Center (CAC), Methods Lab, Production and Offline Operations will be required to assist with equipment preparation and material readiness.

The weeks of May 4 and May 11 will be limited to first shift operations for production. Second shift operations are scheduled to begin the week of May 17.

Effective Monday, May 4, 2020, shift start and end times will be adjusted to limit the number of people entering and exiting the LVO facility at the same time. **Shift times will not be changed for the Lehigh Valley Logistics Center (LVLC), Maintenance or CAC.**

New LVO Shift Times

Conventional Line

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|--------------|------------------------|
| First Shift | 6:30 a.m. – 2:30 p.m. |
| Second Shift | 3:30 p.m. – 11:30 p.m. |

COE Line & COE Materials

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|-------------|----------------------|
| First Shift | 7:00 a.m. – 3:00 pm. |
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Offline Operations

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| First Shift | 6:30 a.m. – 2:30 p.m. |
| Second Shift | 3:30 p.m. – 11:30 p.m. |

LVO Material Handling

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| First Shift | 6:30 a.m. – 2:30 p.m. |
| Second Shift | 3:30 p.m. – 11:30 p.m. |

LVLC

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|--------------|------------------------|
| First Shift | 5:45 a.m. – 1:45 p.m. |
| Second Shift | 2:15 p.m. – 10:15 p.m. |

An information session for all employees will be conducted virtually on Thursday, April 30, 2020, from 10:30 a.m. – 11:15 a.m. Details about the virtual information session will be communicated later this week.

A separate communication detailing the process to return all employees to production will be distributed this week.

Details for a staggered return for all NBU, OBU, and EBU will be communicated the week of April 27.