

October 9, 2020

Subject: **Temporary Companywide Furlough**

Dear Customers,

We are writing to inform you that we are instituting a temporary companywide furlough, effective Sunday, October 11, due to concerns over a resurgence of the COVID-19 virus and our duty to safeguard the health and safety of our workforce.

We understand this continuing COVID-19 situation is very disconcerting and want you to know that we are taking all measures necessary to provide for a return to normal operations as soon as possible.

Best regards,



Scott McCammant  
President