**Masks – Update to Employees**

As you’ve likely heard, the Centers for Disease Control and Prevention (CDC) just released new guidelines recommending that people wear face masks to help prevent the spread of COVID-19. To that end, we’ll be providing masks to our employees who want to wear a mask. **Please keep in mind that masks are not mandatory and do not take the place of the other measures already in place, such as continuing social distancing, washing hands frequently and not touching your face.**

We will be making the masks available in two phases.

* In Phase 1, on Monday, April 6, we’ll be providing masks to employees who work in the plants and are in closer proximity to their coworkers. The mask provided on Monday will be viable for four to five days of use. By mid-week next week, we will either replace the mask with a similar temporary mask or a washable, reusable mask.
* In Phase 2, based on availability, we’ll be providing masks to other employees currently working in our facilities who wish to have them.

Additionally, we are in the process of setting up mask-manufacturing capabilities in several of our facilities. We will be producing masks at our Ashland City, Johnson City and Juarez locations, and those masks will be shipped to all of our North American locations.

While we, in lockstep with the CDC, support the use of masks, we will not be mandating that they be worn. Finally, as a reminder, the above-mentioned masks are not a replacement for any OSHA-required masks in areas of our plants where that is applicable.

Sincerely,

Mark Petrarca

Senior Vice President, Human Resources and Public Affairs