



04-04-2020

Hello Team Members,

It has been a week or more since many of you have been at work and we want to touch base and let you know we are working on a plan to have our employees return to a safe and healthy work environment, while keeping up with all the events pertaining to the COVID-19 virus.

Early next week, we are planning to send out important information regarding startup plans for Monday April 13 at all our locations. As you are aware, there are new developments on a daily basis, so our plans are still being finalized. However, we need the ability to communicate with you directly when plans are completed.

Part of your HR team's plan is to develop a means to connect with each of you through secure group emails. It is important for you to receive these updates. So, if you have not already given your personal email to your manager, supervisor or the HR department, please do so over the weekend or early Monday. The HR team is dedicated to treating this personal contact information with the confidentiality it deserves.

We appreciate each of you and want to remind you to stay safe and take care of yourselves and your families.

Sincerely,

The Lynden Door Family of Company Leadership Team