



## COVID-19 SHUTDOWN UPDATE - 4/6/2020

Please allow us to start this update by thanking you all for your patience and cooperation as we navigate this shutdown process together. Again, our aim is to keep you all abreast of updates and changes, while making sure you are receiving critical information from us directly. Understanding how the evolving regulations and benefit programs impact you, and your role with ALCOM, can be a daunting task. We want to make sure you have the most accurate information available.

We're aware that several of you have experienced delays, and/or other complications in filing for unemployment benefits. With record numbers of claims being processed in each state, it's important to remain patient. It's also important to remember that we're here to help. ALCOM's HR team is closely monitoring enrollment at each plant and it's clear that several employees have either not filed, or not been processed. Please take time, as soon as possible, to enroll. We still do not have a definitive date for returning to work, so filing for unemployment assistance will be key in avoiding a lapse in income. If you're having issues with processing a claim, please reach out to your local HR representative via email as keeping up with phone calls has proven difficult with minimal staff at each office. When submitting an email, please be sure to include updated contact information where you can be reached during business hours.

Maine - Brenda Knox - [bknox@alcomusa.com](mailto:bknox@alcomusa.com)  
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On another note, ALCOM has filed for the SBA's Payroll Protection Program. Our application was sent in on Friday, 4/3/2020. Though we provided the required documentation as soon as submissions were being accepted, the application process will take some time. As mentioned previously, our goal is to move you all back on to ALCOM's payroll as soon as we're notified that we've qualified for the program. Once that happens, we'll have additional flexibility to reopen certain business segments at each plant. Effectively, all production employees will return to an "on-call" status much like the first couple of weeks of our shutdown. And as soon as regulations allow, we'll push quickly for "business as usual" at all three sites.

Again, we will use these written correspondences to relay pertinent information to all employees. When a date has been set to reopen production, you will be the first group that we share that news with. Until then, please consider the volume of phone calls, emails, texts, etc. that the management team is fielding. Showing up at an office to ask "when are we going back to work" is putting yourself, and others, at unnecessary risk of exposure or transmission. Please refrain.

Stay home, stay healthy. That's our best option for putting this pandemic behind us.

Thank you all.