



COVID-19 SHUTDOWN UPDATE - 4/21/2020

More good news.

Our loan has been funded. Effective today, 4/21/2020, we are officially shifting all employees back on to ALCOM's payroll. Though a "reset" coinciding with each state's standard payroll cycle would have been ideal administratively, we're moving quickly to begin distributing money to our employees and to maximize the forgivable portion of this loan. **Please recognize that all employees moved back to active payroll will start receiving wage payments from ALCOM today, even if you have not received a formal call to return to work. For the time being, YOU SHOULD NOT REPORT TO ANY OF ALCOM'S FACILITIES unless you've been contacted directly by your respective management group.**

It is very important that you read these instructions thoroughly to understand the impact that this change will have on your benefits eligibility. **Because the move is occurring in the middle of a payroll cycle, many of you may need to file for partial state unemployment benefits through 4/20/2020.** As always, HR staff is on standby to help guide you through this process, should you have any questions or concerns.

All first shift employees (ME, SD and MT) should claim (30) hours of ALCOM income for the current payroll cycle. That will represent pay for 4/21, 4/22 and 4/23. You may continue to receive unemployment benefits to supplement the balance of your paycheck for this current payroll cycle. Following your state unemployment claim for this pay period (4/20-4/26), you must stop filing for benefits as you will once again be a full-time employee on ALCOM's active payroll. Your "return to work" date should be processed as 4/21/2020.

Third shift employees (ME only) will claim their full (40) hours of ALCOM income for this week, as funds were made available prior to the start of your shift. Following your state unemployment claim for this pay period (4/20-4/26), you must stop filing for benefits as you will once again be a full-time employee on ALCOM's active payroll. Your "return to work" date should be processed as 4/21/2020.

As mentioned in our last message, the company is relying on your cooperation and integrity through the coming days and weeks. Each of you play a critical role in ensuring that ALCOM, and all of our employees, are able to go back to a level of normalcy after this period of unrest. Communication, especially regarding your employment status with the company, is absolutely critical. Again, if you do not plan to continue working for ALCOM beyond the shutdown, please reach out as soon as possible to discuss the ramifications for both you and the organization. We'll need to make arrangements to deal with your benefits, including insurance coverage(s). On that note, we want you to be aware that ALCOM will continue paying both employer and employee contributions towards your health insurance through the remainder of this month, even after your reinstatement.

Again, we will reach out soon to individuals and/or departments to discuss reopening segments of the business. We will do so responsibly, continuing to follow state and federal mandates. Because you will all be full-time ALCOM employees, please consider yourselves on standby for the time being. A detailed "Return to Work" policy will be distributed to educate you all on the additional safety/sanitary measures being taken as we work together through this COVID-19 pandemic.

As part of this comprehensive plan to keep our employees safe, we're initiating a paperless payroll program. This new wage payment policy will eliminate paper checks, and reduce the risks associated with manual check creation and distribution. There are several options available to you (direct deposit to bank account, ADP payroll card, debit cash card, etc.), all of which will be covered in our next memo. Please understand that our intention is to continue this policy beyond the COVID-19 shutdown period. It's a better, safer, more streamlined process for all of us.

Hopefully this message finds you all safe and healthy. We'll be back in touch soon.