



To All ALCOM Employees:

Effective Monday, May 4th 2020, we will be taking our first steps towards **reopening abbreviated production operations at our Maine manufacturing plant**. For those employees based out of our Montana and South Dakota facilities, we will provide additional details as soon as firm plans are nailed down for your respective locations. During the interim period, we will continue to call employees on an as-need basis to participate in the ongoing projects at the MT and SD sites.

In an effort to adhere to state and federal guidelines, we've implemented a number of new safety measures and made schedule modifications that will allow you to work safely while on-site. Specifically, we will be limiting the number of employees in both the Sukee and Millennium buildings and working shorter shifts. As of 5/4/2020, and until further notice, all ME production employees are being called back for the following schedule(s):

Monday/Wednesday - 7AM to 12PM - 1st Shift Mission (Weld and Finish), 1st Shift Frontier (Weld and Finish)

Tuesday/Thursday - 7AM to 12PM - 1st Shift EZ-Hauler (Weld and Finish), 1st Shift Flats (Weld and Finish)

Friday/Saturday - 7AM to 1PM - 3rd Shift Mission (Weld and Finish), 3rd Shift EZ-Hauler (Weld and Finish), 3rd Shift Flats (Weld and Finish)

It is our belief that a calculated, progressive plan is our best means of keeping our staff safe, while providing necessary services to our active dealers. As mentioned in each of our previous correspondences, your well-being remains our highest priority. That will not change, even after this pandemic is behind us.

All production staff should note that entering and exiting the building will happen through the marked employee entrance only. Upon reporting to work (each day) we will ask you to "self-certify" your health, acknowledging that you meet the following criteria:

1. I have no COVID-19 symptoms.
2. I have not had close contact with individuals diagnosed or showing symptoms of COVID-19.
3. I have not been directed to self-isolate or quarantine.

In addition, we have ordered touchless scanners and will be measuring your temperature before you're allowed into the building. If you are running a fever, or displaying any other unhealthy symptoms, you will be asked to return home and follow proper protocol to monitor your health. Please also note that access to the building will only be permitted after 6:45AM, unless prior arrangements have been made with management staff. You need to avoid loitering before and after your shift(s) and keep social distancing guidelines in mind at all times.

Support personnel (stockroom, parts department, material handling, etc.), will be contacted by management to discuss scheduling for your department(s). Our intention is to also stagger your schedules while providing adequate coverage during working hours.

Office staff members should also anticipate a phone call from the leadership team to discuss "next steps" for each of you. In some cases, we will continue encouraging you to work remotely. Others will find that accommodations have been made to keep you responsibly distanced while you're here.

An additional memo will be circulated, before you return to work, detailing expectations (and instructions) on sanitation measures and enhanced PPE. Please read and understand our revised policies before returning to work.

Times are changing. We're doing our best to adapt. This transition should be swift and simple, provided we all work together. Thank you all in advance.