



M E M O

DATE: 3/30/2020

TO: All employee's with Dental, Vision, Short-term Disability, and/or Life Insurance through the Principal Insurance Company

FROM: Cindy Roselli, Dave Green

RE: Premiums during the shut-down

Due to the current Covid-19 plant shutdown, Allegheny Coatings is reminding all employees that premium payments for your dental, vision, short-term disability, and life insurance coverage must still get paid or your coverage will lapse.

When you do not receive a paycheck, premiums on these insurances cannot be automatically deducted from your pay as usual. In order to maintain your coverage of these insurances during this time, **YOU MUST make these payments yourself** by remitting the amount that normally comes out of each paycheck to Eloise on the second floor of the Allegheny Coatings' River Road plant prior to the end of the month. **Failure to do so will result in loss of coverage.**

If you receive a paycheck, the premium amount will still be deducted. It is only when you do NOT receive a paycheck that you must remit it yourself to Eloise.

PLEASE NOTE: THIS CURRENTLY DOES NOT INCLUDE THE HEALTH INSURANCE!

We apologize for any inconvenience this may cause.