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# CORPORATE CORONA VIRUS UPDATE

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**DATE:** March 30<sup>th</sup>, 2020  
**TO:** All Employees of Allegheny Coatings, Assured Testing Services, & Pamlico Coatings  
**FROM:** Steve Quinn  
**RE:** Corona Virus Status and Response – **MARCH 30<sup>th</sup> , 2020 UPDATE**

As promised, I am communicating important new activities and announcements to all of our valued employees that relate to the ongoing COVID-19 pandemic virus spread and the impact on our businesses.

Since our first company-wide communication two weeks ago, the COVID-19 virus has continued to spread globally, in the United States, and in our states of Indiana and Pennsylvania. As a result, we have implemented sanitization and social distancing practices in all our workplaces, encouraged our employees to work from home when possible, allowed employees to stay home from work if they were not comfortable coming to work, and reduced manufacturing operations at all of our Allegheny Coatings facilities.

It is clear that the crisis is not yet over. Measures to prevent the spread of the virus continue to be recommended by all of our health care and government officials, and will be endorsed and followed by all of our businesses. The impact on our business has been and will continue to be significant. Our overall volumes have been reduced, and will continue to deteriorate further in the coming weeks. The number of our employees who are able and willing to come to work also continues to decrease.

As a result, we will be implementing the following changes to our business operations to become effective at 11PM on March 31<sup>st</sup>, 2020:

**Allegheny Coatings Ridgway, PA – River Road and Servidea Drive**

All manufacturing operations will be discontinued. A skeleton crew of employees will be retained to support necessary ongoing administrative functions, sales communications with our customers, and any necessary shipping and receiving activities. All other employees will be laid-off.

### **Allegheny Coatings Fremont, Indiana**

All manufacturing operations will be discontinued with the exception of the operation of our Dip Spin Coating line and the associated pre-treatment production areas. Additionally, a skeleton crew of employees will be retained to support necessary ongoing administrative functions, sales communications with our customers, and any necessary shipping and receiving activities. All other employees will be laid-off.

### **Assured Testing Services Ridgway, PA**

Assured Testing Services will continue to operate without any reduction in business operations. Our business volumes have continued to remain strong, and ATS is not restricted by the order of Governor Wolf to reduce operations as a non-life sustaining business. We continue to encourage and support our employees to work from home when possible, and have allowed employees to stay home from work if they are not able or willing to come to work. Accordingly, we are not furloughing the employment of any of our ATS employees at this time.

### **Pamlico Coatings Ridgway, PA**

All manufacturing operations will be discontinued. A skeleton crew of employees will be retained to support necessary ongoing administrative functions, sales communications with our customers, and any necessary shipping and receiving activities. All other employees will be laid-off.

I want all of our employees to know that we do not take lightly the decision to lay off any of our employees. This is a decision that has been made based on the highly unusual business and health care climate that have resulted from the COVID 19 pandemic virus crisis. If you have any questions about the status of your employment going forward, please see your supervisor or manager for clarification.

We do recognize the financial hardship that this will create for many of you. To help reduce the financial impact and insure that all of our employees continue to have health insurance coverage, the owners of the business have decided to continue to pay for the company covered health insurance expenses for the month of April for all employees who will be laid off as a result of the changes that will occur at 11PM on March 31<sup>st</sup>, 2020.

We do not know how long the reductions in our business operations will continue. The status and progression of the COVID 19 virus are changing on a daily basis. We will continue to communicate frequently to our employees on the changing status of the COVID 19 virus, and its impact on our employees and our business. If you have any questions please feel free to ask your supervisor, managers, or access the business webpage, or call one of the cell phone numbers provided previously. We will make our best effort to answer any questions that you may have, and address any concerns that you may have.

I remain extremely confident about our ability as a business to survive the challenges created by this crisis, and to continue to succeed for many years into the future. Once again, remember that we are all in this together, and that we will get through this together.

Sincerely,

Steve Quinn  
President and CEO  
Allegheny Coatings  
Assured Testing Services  
Pamlico Coatings