



The C.A. Lawton Co.

www.calawton.com

Remarkable people. Remarkable results.

"I am a firm believer in the people. If given the truth, they can be depended upon to meet any national crisis. The great point is to bring them the real facts." - Abraham Lincoln

April 15, 2020

A reminder that The C.A. Lawton Co. will be closed for our 2nd shutdown the week of April 26 thru May 2, 2020 due to the issues resulting from the COVID-19 pandemic. This is our continued effort to protect our most valued asset – our people. Additionally, with all the economic uncertainty, we have some future capacity available for you. If you have long-term planning needs, we may be able to help. By cutting purchase orders now, we may have ability to accommodate delayed, staggered or other longer duration shipping requirements. Contact our customer service group to work out details.

As we previously reported, we are working our schedule out to plan for a 3rd shutdown for the week of May 17 thru May 23, 2020. This is part of our "2 week on, 1 week off" strategy to simultaneously maintain a level of service to our customers while also trying to keep our people safe. As with all the planning we have been doing throughout this crisis, this schedule is subject to change due to governmental policy change and the actual events which we are facing.

As many of you have seen, we have updated our COVID-19 related policies. These can be viewed on our web site. We are constantly stressing regimented cleaning of common areas, social distancing, respirator usage of anyone who has to work within 6 feet of another, frequent washing of hands (encouraged at least once every half hour) and working remotely for those who are capable.

A few new updates of actions since our last communique:

We have reviewed all our positions for the possibility remote job performance. Anyone who can work from home has been encouraged to do so. Our team members have become very creative on splitting time at our facility for tasks that require us to be on site. This allows productivity while accommodating social distancing.

Our team members have quickly become very proficient at utilizing Microsoft's TEAMS meetings. All our regularly scheduled and special meetings are offering this option for attendees to work remotely both outside and within the facility. I am very impressed with how well this has worked and congratulate my team on its success.

Starting this week, we will be administering fever checks of all on-site personnel. This will be a chance to identify someone who may have a health situation starting of which they are not fully aware. Hopefully this will help us speed up isolation of an individual or group should the unthinkable happen here.

Once again, we understand these actions will cause pain. We will continue to communicate our plans and try hard to minimize the effect to all of our stakeholders. We also ask that you continue to communicate your own situations as necessary.

Please stay safe and healthy.

Sincerely,

Barry Adamski
President