



Dear EMA Members:

The last several weeks have been stressful for all of us, with schools closed, our families at home and the future of our business activities concerning us. There is help on the way. Starting on Wednesday, you will receive a report from EMA that provides you with everything we know on the COVID-19 crisis. Here are a few items from the past week:

- EMA secured a notice that envelope converters were exempt from mandatory closure by the State of Pennsylvania. We had previously secured an exception in California. What this means is that we can continue to produce because we are a part of the critical infrastructure of this nation. We are seeking this on the Federal Level.
- We are collecting data that shows that contrary to recent press reports the virus does not collect on mail but will live for very short periods of time on metal and plastic surfaces. Paper is a safe material. We will have the latest technical information out shortly.
- We are sending you the cards from our jobs and mail study so you can use these cards in talking to state regulators and customers. Our position is we are a part of the critical infrastructure of each state and we will keep producing until a state tells us otherwise.
- Please keep your employees spread out in your plants, avoid social contact and tell them that their safety is your primary concern, but we must continue to produce. We are a part of a critical national infrastructure and our plants are producing packaging, prescription envelopes and other materials that are needed right now.
- If an employee informs you that he/she is infected, please take immediate action in accordance with the guidance of your State's Department of Health. Immediately sanitize their work area under your normal cleaning protocols.
- Production staff should practice social distancing, in fact all staff should do the same, and always clean hands when touching machinery or surfaces. Provide frequent breaks for personal hygiene.
- On Wednesday's you will receive the latest information that we have from our Federal Resources, you need to ensure that you are following state guidelines which are available on the website of your State's Department of Health. We will provide you the relevant website to consult with on Federal requirements.

There will be more information than you can use, but our mission is to err on the side of the best information from the Postal Service and State Government. If you have a family member that is a healthcare provider, please thank them for all of us, they are keeping us safe during these times.

If you need to contact me at any time, I am available at 703-992-5572 or on my email at mhbenjamin@envelope.com. Remember, we will get through this together.

Sincerely,

A handwritten signature in black ink that reads 'Maynard H. Benjamin'. The signature is written in a cursive, flowing style.

Maynard H. Benjamin, President & CEO