

The EMA Wednesday Report

Wednesday, March 25, 2020

Good Morning/Good Afternoon:

We have created the "Wednesday Report" to keep you informed on the latest resources from Federal, State, and Local Government on the COVID-19 Outbreak. We are using the KYSS principle to keep it simple and current. Each report will provide you the latest information that we have on a Wednesday-to-Wednesday period. The reason for this timing is that Federal Task-Forces meet on Monday and Tuesday and Industry Task-Forces meet on Friday, so Wednesday is the best day for us to provide you information.

We will also host a series of webinars on each COVID-19 Bill coming out of Congress so you know where to get resources and/or additional information. Our Public Affairs Team and our lobbyists will conduct these webinars. You can help us by ensuring that one member of your local team is on these calls at all times.

A Few Quick Points:

- Every envelope plant is a part of the key mailing industry. In some states, you are known as the converting industry and in others the mailing industry. Just know that you are covered and you are a part of the key infrastructure to keep things going right now. This has all been coordinated with various Federal Agencies and State Office of the Governors. We have provided you with a letter from the USPS on this matter. If you are stopped for any reason, show them this letter. It is provided at this link: [USPS Letter on Key Mailing Industry](#).
- The COVID-19 virus does not live on mail. The USPS has ensured that the mail that is delivered is safe. Please ensure that your envelope boxes are sealed when they leave your plant, just like we did during anthrax.
- Keep plants and work areas clean and disinfected. The virus can attach to metal surfaces, so please keep work areas clean (more information on disinfecting below). Tell your customers that you are open for business and ready to receive orders. Many of your competitors are using social media to do this, but whatever way you normally communicate with them, please let them know.
- Follow social distancing guidelines in your plant and home. The CDC website linkage below will help you with useful information.
- The latest reports from the USPS will be on the postal service website. Please use the link below.
- EMA staff are in the office on a rotating schedule to help you. If you need to reach Maynard after office hours, you can reach him at 703-992-5572, and Kim is at 571-490-6600.

Latest from USPS...

- Security of Mail is their most important effort right now. The mail is safe and is being delivered. They have an official statement on mail and you can follow the web link below.
- MTAC will meet remotely, the EMA team will dial-in and follow discussions and report to you.
- USPS wants you to mail, encourage your customers, and use the resources on the USPS website link below.

Latest from American Forest and Paper

- AF&PA will be listing some best practices on their website.
- They have been working with EMA on COVID-19 Legislation and representing the paper-based communication industry.
- AF&PA will handle environmental assessments for all and provide guidance.
- We will be meeting periodically to exchange information.

Key Web Links...

The Centers for Disease Control - www.cdc.gov - please search on coronavirus.

The United States Postal Service - www.postalpro.usps.com/. Alternatively, www.usps.com.

The EMA - www.envelope.org/COVID-19. On the EMA homepage, click the "COVID-19 Update" link, and then the "More Information" link.

The American Forest and Paper Association - www.afandpa.org/.

Great information on essential services and other key data.

We will publish other key web links in the next issue. Ask your suppliers if they have key information for us to share, and send us their web links.

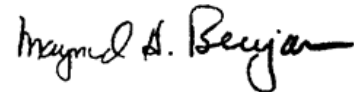
Legislative Briefings

It looks like there will be four or five COVID-19 bills. We are just getting the first bill on the floor and as you would expect, Congress is still fighting on the bill's provisions. We are trying to get this done in a timely manner, but as you know, we are dealing with a much-divided Congress. As the bills are passed, we will schedule webinars to let you know the benefits that are in each bill. Stay tuned.

I am trying to keep these briefings to a max of two pages. If you have information that we are not covering please let me know at mhbenjamin@envelope.org. Remember, our closing date is every Tuesday at noon. We will include extra information in the MIB every two weeks.

In closing, please keep yourself and your family safe. Keep up the good work and stay well.

Until Next Time,



Maynard Benjamin
President & CEO

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