



ACME | BEST CHOICE FOR
LIQUID AND POWDER COATINGS

COVID – 19 / ESSENTIAL BUSINESS COMMUNICATION

March 22, 2020

To our employees and labor contractors,

As you likely know, Governor Pritzker issued an Executive Order on Friday (Executive Order #8) in response to the COVID-19 crisis. This order stipulates that all Illinois residents must shelter in place at their home unless they are obtaining food or medical care or traveling to and from work at an essential businesses.

Acme is considered an essential business because we provide services to a number of essential businesses including manufacturers of energy (electrical) infrastructure products as well as manufacturers of construction materials.

In light of that, Acme Finishing will be open March 23 and intends to work through the mandatory shelter in place period provided that our customers are able to and continue working. We have drafted this letter so that you can carry it with you in the event you are stopped by authorities on your way to or from work.

It's important to point out that you do not have to come to work if you would prefer not to for any reason. If you have PTO time available, you can use your PTO time for these absences. If no PTO time is available, you may choose to take time unpaid. As we shared two weeks ago, the attendance policy has been relaxed during this period and no points will be incurred for those who are absent from work.

As a reminder, we ask you to stay home from work if you have any symptoms consistent with COVID-19 (a temperature accompanied by sore throat and/or dry coughs). We do ask you to let us know if you will not be attending work, if you have been diagnosed with COVID-19, or if you've been quarantined for COVID-19. Please communicate this your supervisor or to the plant manager Andy Macari (andy@acmefinishing.com)

Acme temporary labor contractors should contact their respective labor services to determine if PTO is available for time missed from work.

Thank you, as always, for the efforts you put forth for Acme Finishing.

Sincerely,

G.R. Kearney
President