



To Our Valued Employees:

As mentioned in our last correspondence, the regulations surrounding the COVID-19 (Coronavirus) outbreak have forced us to extend our period of shutdown. While we continue implementing measures to ensure the well-being of the company, the health and livelihood of our employees carries the greatest influence over our decision making.

Effective Monday, 3/30/2020, ALCOM is executing a temporary layoff of most positions within the organization. Though we do not have a firm date for restarting operations, we absolutely intend to put you all back to work as soon as we can do so safely and responsibly. Please find peace of mind in knowing that your job is secure.

It is critically important to understand all of the benefits available to you during this period of unrest. Legislation has been passed providing expedited access to programs, such as unemployment assistance, while raising benefit amounts for each participant. On top of state and federal aid, ALCOM is also doing everything we can to ease the financial burden on our employees. Through the month of April, your health insurance coverage will remain active and premiums (including both employer and employee contributions) will be covered by the company for all staff members affected by this temporary layoff. Moreover, ALCOM is working with the SBA to secure funds that would allow us to move all staff members back on to active payroll. The ultimate goal is to pay you directly, as we have for the last couple of weeks, through the duration of the shutdown. This will only be made possible once the stimulus bill (CARES Act) is signed into law and the SBA has had adequate time to roll out qualifications and distribute funds.

In the meantime, to help you file for benefits, we're providing all pertinent information that you'll need to start your claim(s). HR representatives will be available at each location for guidance and support. As you're likely aware, call volumes to offices in each state are extremely high. Online filing is strongly encouraged. Contact should be initiated via the following links in your respective state:

Maine Reemployment Office

<https://reemploye.maine.gov>

800-593-7660

South Dakota Reemployment Assistance

<https://dlr.sd.gov/ra/>

605-626-3179

Montana Works

<https://montanaworks.gov>

406-444-2545 (Helena Office)

Each website is slightly different in form and function. However, all sites will require you to create an account first and then file a subsequent claim. Two quick notes to consider during this process:

1. All three states have temporarily waived the "waiting period" for benefit eligibility.
2. For a period of time, all three states have also waived the "work search" requirement.



Employees included in this temporary layoff have the right to request payment of earned PTO. However, we strongly suggest that you hold on to your balance. Should we pay out PTO during this time, the income may impact and/or delay your unemployment claim, as most states consider these wages during benefit calculations. We anticipate everyone returning to work at some point soon and encourage you all to reserve your PTO for vacation time on the other side of this pandemic.

Again, the management team will continue working diligently on your behalf. As details of supplemental support programs are finalized, such as the federal stimulus package, information will be shared as quickly and efficiently as possible. Please also keep in mind that you'll be receiving a full check next week as part of our initial shutdown coverage plan. This should provide you with ample time to file for benefits and curtail, or eliminate a lapse in income.

Occupying the headlines for the last several weeks, the current health crisis has unfortunately overshadowed some very positive things happening here at ALCOM. We've agreed to terms on additional space for our Montana production facility. This will bring expanded storage and manufacturing capabilities, including a powder coating operation. We're also performing due diligence to open another plant this calendar year. That's certainly a strong message regarding the stability of this company, and the positive outlook we're maintaining towards our future.

We've managed, even through the last couple of volatile weeks, to add orders to a healthy backlog. Dealers that have been able to conduct business are still taking deliveries. Consecutive strong shipping weeks (company-wide) have been punctuated by the smallest yard inventory that the Maine operation has carried in several years. These are all very comforting signs that the organization is ready to "get back to business" as soon as we possibly can.

Yes, there is a lot to digest here. With that said, do not hesitate to reach out to Management or to Human Resources with any questions or concerns. Rest assured; we will contact you soon with additional updates.

Until then, stay healthy and safe.

Sincerely,



Trapper Clark, CEO