

April 6, 2020

Dear Colleagues,

First, let me thank each and every one of you for efforts during this unprecedented health crisis gripping our world. The 2019 Novel Coronavirus (COVID-19) has presented challenges that none of us could have anticipated, but know this- We as a people will beat this pandemic and Joffe Millwork will still be here.

Currently, our industry has been permitted to continue in operation to serve our industry. We intend to service our accounts to the best of our ability, but we will do it safely with the health and welfare of our people being our paramount concern.

Recently, Congress enacted legislation that calls for the Small Business Administration to make Payroll Protection program loans available to eligible businesses. These loans, if approved, will help us keep our staff employed until this crisis passes. We have submitted the appropriate paperwork for this program.

We have contracted with a licensed contractor to treat and clean every part of the mill and the office with a hospital-grade, CDC and OSHA approved disinfectant that **KILLS** the COVID-19 virus on contact. This process will be done on April 11, 2020.

Joffe Millwork is also taking the unusual, but necessary step, of mandating the closure of the office and mill for one week of mandatory vacation commencing April 13th thru April 17th. This applies to **all union and non-union** employees. All employees with five or more accrued vacation days will receive their normal regular wages for the week. Employees with less than five vacation days will receive prorated wages based on their accumulated vacation time. As you know, we are closed April 10th for Good Friday.

We are doing this because the predicted peak of the pandemic curve coincides with the week we have chosen. We believe that this is in the best interests of all of us.

Paychecks will not be interrupted. If you are signed up for direct deposit or paycard your money will be in your account on Thursday April 16th. If you receive a paper check, it will be mailed on Wednesday April 15th and you should receive it Thursday or Friday.

IF YOU SIGN UP FOR DIRECT DEPOSIT OR THE PAYCARD BEFORE APRIL 10th YOUR FUNDS WILL BE AVAILABLE ON APRIL 16th.

Finally, it is our intention to observe the long-honored tradition of the Christmas plant closing. We understand that this activity is important to each of us. For now, take this time and be with your family and be safe. Follow the CDC guidelines- Wash hands often with soap and water for at least 20 seconds, avoid touching eyes, nose or mouth with unwashed hands, avoid close contact with people who are sick and observe social distancing. Thank you for your hard work and for everything you do.



Steven Wolf
CEO