

TUBELITE®

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LEADERS IN ECO-EFFICIENT STOREFRONT,
CURTAINWALL AND ENTRANCE SYSTEMS

March 25, 2020

Tubelite Associates -

Yesterday, Governor Gretchen Whitmer provided details on the Executive Order 2020-21 (COVID-19) (the "Order") closing all non-essential businesses. As a business, Tubelite has reviewed the Order to understand how it impacts our employees and business.

After review of the Order, we have determined that Tubelite is deemed an "essential businesses and operation" that employs critical infrastructure workers and is not required to cease activities at this time. As a result, Tubelite operations will continue as scheduled. As with similar orders in other states and cities, the Order allows businesses and suppliers that support essential infrastructure projects to continue operations so these projects are not put at risk. While our customer base covers a wide breadth of industries, Tubelite is a key supplier to a number of essential sectors including:

- Hospitals/Medical Office Buildings
- Government projects
- Public Transportation
- Medical Products
- Military

Our employee safety remains our top concern. So long as we can safely operate in order to keep the supply chain flowing for these critical products, we will make every effort to do so. We also believe that operating safely will keep our teams working and paid which will help relieve the incredible burden that will undoubtedly be placed on our state and federal government support programs. We want to remind employees of the social distancing practices implemented at Tubelite's facilities several weeks ago, and employees are expected to continue those practices. Employees who have been working from home should continue to do so.

Please note that if you are concerned about your personal health or safety, please speak with your supervisor to review options for you as you are not required to work during this timeframe. Your available paid time off benefits (vacation/personal days) and a personal leave of absence (unpaid) are available for your use during this time. We are taking extra measures to make sure that we are providing a safe work environment.

In the event our business situation changes resulting in the closure of our site, impacted associates will generally be eligible for state Unemployment benefits. In addition, in the event of a closure of our site due to the COVID-19 pandemic, Apogee and Tubelite have decided to continue medical,

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dental and vision benefits at no cost to affected employees for up to 30 days of a government-ordered closure. Please contact your local Human Resources representative if you have any questions.

We will continue to monitor this evolving situation and make adjustments as appropriate. As a leadership team, we remain committed to providing employees timely updates on our actions and plans to ensure the safety of our employees. We want to thank all Tubelite employees for their dedication and hard work during these stressful times.



Steve Green
President, Tubelite