



COMMUNICATIONS BULLETIN

Bulletin: COVID-19 #2
Date: 3/27/2020
To: External
From: Tom Bush, President and COO
Subject: Coronavirus (COVID-19) Pandemic and American Seating's Actions During this Crisis

Dear Valued Customers, Suppliers, Partners and Friends of American Seating:

We want to let you know about further adjustments to our business as the global coronavirus (COVID-19) pandemic grows in Michigan and across North America.

During the crisis, American Seating has been operating as a designated essential business, serving as a critical component manufacturer for transportation infrastructure. **However, we will cease manufacturing operations temporarily, from 3/30/20 through 4/10/20**, as the result of the temporary closure of key customers due to the COVID-19 pandemic, and as per Michigan Governor Gretchen Whitmer's Executive Order 2020-21.

During this time, our salaried employees will be working remotely to meet the needs of our customers, answering any questions or concerns. Our supply chain and production scheduling teams are working hard to reschedule material and manufacturing flow. Customer Service is communicating with customers that are still manufacturing about our revised production schedule. Finally, our Engineering staff will continue to work closely with their OEM counterparts so we are ready to go when operations are back up and running.

Our top priority is to protect the health and safety of our employees and those connected to American Seating. Our second priority is to provide products and services as safely and swiftly as possible during this unprecedented time.

Here are the additional actions that we are taking:

For employees:

We are providing regular updates to all employees and taking all necessary safeguards, including a comprehensive set of measures as recommended by government and health authorities, to ensure the risk of any virus transmission is as close to zero as possible.

Customers:

Please let us know as soon as possible if you anticipate any changes to your product needs and scheduling. Also, we appreciate your patience and understanding should we need additional time to get products and services to you.

If you have questions or need anything:

Please reach out to your regional sales representative or customer service at 616-732-6600. We will continue to monitor this situation and provide additional communication as more information is available. We appreciate your support as we work through this crisis together. Thank you for being a valued member of the American Seating family!

Sincerely,

Tom Bush

President and COO