



## **Crown Roll Leaf, Inc.**

91 Illinois Avenue  
Paterson, NJ. 07503  
(973) 742-4000

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### **Crown Roll Leaf, Inc – Covid-19 Update**

March 23, 2020

On March 21, 2020, the Governor of New Jersey signed Executive Order No. 107, directing New Jersey residents to stay home until further notice, effective 9:00 pm March 21<sup>st</sup>. Most retail businesses are mandated to close. The order provides for certain exceptions, including obtaining essential goods and services, and reporting to work at exempted facilities. Manufacturing and industrial operations are exempt from the closure order.

Crown Roll Leaf, Inc. is a manufacturing facility and will continue to operate as allowed by the government. Crown provides components essential to the manufacture of specific medical devices, as well as components used for security documents and devices vital to national security. We are committed to staying operational to meet the needs of our customers during this time of crisis and uncertainty.

Crown remains vigilant in its efforts to help “flatten the curve.” Our goals are as follows:

- Keep Crown operating as appropriate
  - Prioritize order processing
  - Communicate with our vendors to ensure supply
- Ensure the safety of all our employees
  - Stagger employees by creating appropriate work shifts, work-from home schedules
  - Increase social distancing within the office and production areas
  - Customer/Vendor visits and travel restrictions remain in place
  - Stepping up disinfection activities in place
- Meet the needs of our customers
  - Communicate with our customers as appropriate
  - Complete all open orders in-house

Crown will continue to take appropriate measures during this crisis to ensure our operations continue running. We will continue to provide you with updates. Be assured we understand the trust you place in us as your supplier, and that we are committed to caring for all our stakeholders.

Sincerely,

Charles Yetka  
Chief Operations Officer  
Crown Roll Leaf, Inc.