



Crown Roll Leaf, Inc.

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Crown Roll Leaf, Inc – Covid-19 Update

April 13, 2020

Due to the ongoing Covid-19 pandemic and to ensure the health and safety of our employees and our community, Crown Roll Leaf, Inc. will be suspending manufacturing operations at our Paterson location for 1 week, starting April 13, 2020. We will re-open on Monday, April 20, 2020.

Office functions will be conducted remotely. For immediate assistance, please call our Chicago office at 1-800-331-1367. Emails will be handled remotely by the our various Sales and Customer Service personnel throughout this week. While no shipments will be made out of our Paterson facility, we have the capacity to fill orders from our Chicago office.

Crown remains vigilant in its efforts to help “flatten the curve.” Our goals remain the same:

- Keep Crown operating as appropriate
 - Prioritize order processing
 - Communicate with our vendors to ensure supply
- Ensure the safety of all our employees
 - Ensure every employee adheres to social distancing while at the workplace
 - Require the use of face masks throughout the entire facility
 - Continue work-from-home schedules
 - Customer/Vendor visits and travel restrictions remain in place
 - Improve disinfection activities throughout the facility
- 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 we meet our customers’ needs. 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,

A handwritten signature in blue ink, appearing to read 'Charles Yetka'.

Charles Yetka
Chief Operations Officer
Crown Roll Leaf, Inc.