



March 23, 2020

To Our Valued Customers:

As a result of the COVID-19 situation, the Governor of Illinois issued a "Shelter in Place" order on March 20, 2020 requiring all non-essential businesses to close down as of this past Saturday at 5:00 p.m. and to remain closed thru April 7, 2020.

Aetna Plywood, Inc. will remain open at all of our Illinois facilities as an "Essential Business" as defined by the Governor's order and will be able to continue to service our customers.

Aetna Plywood, Inc is here to continue to provide you with the products that you need and to support your business needs. We are keeping our locations staffed with minimal office employees (many are working from home), warehouse and drivers to keep our operations running as smooth as possible. This is a difficult time for all of us, but Aetna will do our best to get you the products you need during this "Shelter in Place" time frame here in Illinois.

For the protection of our employees, our customers and the communities we serve we are limiting visitors to our facilities to those persons that are absolutely necessary during this time. Our will call is open at all our facilities but upon arrival there will be restrictions on your ability to move about our facility. We hope you understand why and will please cooperate with us.

Our hours of operations at all our locations remain the same, Monday thru Friday, 8:00 a.m. to 5:00 p.m. During this COVID-19 situation, all our locations are following the CDC protocols requiring appropriate social distancing, personal hygiene and sanitization of our work surfaces and equipment.

Aetna Plywood will continue to follow all the legal requirements and directives of the government agencies and public health departments as we remain open to service your needs. If anything changes in that regard in the future, we will notify your business.

We thank you for your support and understanding and we look forward to the time where we are back to a more normal environment, but until then, we are here to help you continue to get the products you need to keep your business going.

Sincerely,

AETNA PLYWOOD, INC.

Jon Minnaert
President

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