

**From:** [Heery, Brian](#)  
**To:** [Everyone](#)  
**Subject:** Status of Warrendale Facilities and Operations for Monday, March 23, 2020  
**Date:** Sunday, March 22, 2020 11:52:09 AM  
**Attachments:**

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To all Warrendale Employees:

On Friday, March 20, 2020, we paused our business operations at our Warrendale-area facilities in response to the Pennsylvania Governor Wolf's order on Thursday, March 19, 2020, requiring all non-life sustaining businesses to close their physical operations. We took this sudden directive seriously and have studied it in depth. We also made contact with government offices, our customers, and our suppliers for guidance.

In summary, we learned the government and our customers identify the work that we do as essential for our country's critical infrastructure sectors. Therefore, we will be keeping our Warrendale-area facilities in operation starting tomorrow.

The majority of our divisions will open on Monday as 'modified normal operations', which means that work continues to be done at a MEPPi facility and that we have modified the work environment and schedules in order to achieve better social distancing.

Several of our divisions will change where their work gets done and employees in those divisions will not report to MEPPi facilities to accomplish their job duties. We are temporarily classifying those divisions or departments as 'off-site only' to describe that their work will now be done from home.

### **Decision to keep Warrendale Facilities in Operation**

Further clarification from the Governor's office late on the day Friday, March 20 stated that business guidance is now aligned with the U.S. Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA) advisory on the identification of critical infrastructure during COVID-19.

The advisory identifies 16 Critical Infrastructure Sectors that must continue to operate during the COVID-19 emergency. These include the Communication, Energy, Financial Services, Information Technology, Nuclear, and Transportation Sectors, all of which are supported by MEPPi. It further defines the scope of Critical Infrastructure in these Sectors "to include a wide range of stakeholders who either directly or indirectly enable the functionality of infrastructure systems". MEPPi is a critical supplier to these sectors, and, therefore, is one of the stakeholders included in this definition.

Please note that the status of individual categories of businesses that was attached to the Governor's statement did not change for the categories relevant to MEPPi. That means that MEPPi is not life sustaining because of what we make; we are life sustaining because of the industries we support. If critical infrastructure sectors did not use our products and services, we would not be considered life sustaining. But, critical infrastructure sectors do use our products and services and consider them critical to their operation. We reached out to our customers in the infrastructure sectors and they verified, in writing, that they consider MEPPi a critical supplier and expect our on-going support.

In summary, we have concluded that the government and our customers identify much of the work that we perform as essential for the critical infrastructure sectors. That is why our Warrendale-area

facilities are remaining open for the majority of our employees and divisions. As some of our work functions may not align completely with the critical infrastructure statement, we are making changes for how and where those functions operate.

### **Operations on Monday, March 23, 2020**

Again, we will be keeping our Warrendale-area facilities in operation starting tomorrow.

According to the PA Governor's order, businesses that are remaining open are instructed to follow social distancing and other mitigation measures to slow the spread of this infection. To align our workplace practices with these measures, starting on Monday, we will operate differently.

For the health and well-being of ourselves and our co-workers, all employees are encouraged to practice social distancing whenever possible. We are taking steps to modify work in our factories and our offices to better accommodate social distancing. Please listen for direction from your manager regarding specific changes in your work.

Actions being taken in our factories for better social distancing:

- Eliminating the use of the hand punches.
- Adding additional break times and lunch times.
- Creating separation between the shift times.
- More frequent cleaning of the common spaces, such as break rooms and bathrooms.

Actions being taken in our offices for better social distancing:

- Reducing employee time in the office through work at home and flexible schedules, if feasible.
- Aiming for 6 feet of distance between employee interactions, when possible.
- Using conference calling, WebEx, and other IT tools to create virtual meetings to reduce the number of in person meetings.
- For face to face meetings, using larger conference rooms to spread out. Pushing chairs back from the table to create more space.
- When traveling for business, traveling by car instead of public transportation, if feasible.
- More frequent cleaning of the common spaces.

We are recommending a new guideline: we want to limit the circulation of employees, so please avoid unnecessary visits between buildings. If it can be handled by phone or virtual meeting, please do so.

As a reminder, the 530 building has several common areas that all MEPPI employees are welcome to use:

- The MEPPI Café
- The 530 Video Conference Room for Video Conferencing purposes
- The 530 first floor restrooms
- The 530 fitness center locker rooms (please note that the fitness center workout space remains closed)

We are also introducing a new guideline regarding visitors to the Warrendale facilities: MEPPI will be implementing a temporary visitor screening procedure starting Monday. It will be separately communicated to those who might be hosting visitors. Those employees will be asked to train on the procedure on Monday.

Following the posting of this announcement, your Division Management will reach out to you to explain the updated working practices for your division or department.

### **Travel Permission for Critical Work**

Because our workforce has been identified by both the government and our customers as an essential critical infrastructure workforce, we have prepared a “permission” letter for those of you traveling to or between our Warrendale facilities. Attached to this email is a letter signed by MEPPI’s COO, Bob Misback identifying you as belonging to a workforce that is considered essential to maintaining the services and functions of the nation’s critical infrastructure. Please use this letter if you are questioned by government officials or law enforcement about coming to work or traveling during work.

### **Summary**

The work status summarized in this message is temporary. Because the various levels of our governments have directives and guidance issued for different time periods, we will be reviewing this status weekly and adjusting through on-going communications to you.

Thank you for your on-going support of our customers and for modifying your normal work to align with the Governor’s intentions. If you have questions, comments, or suggestions, we encourage you to reach out to your division management, human resources, or anyone from senior management at any time.

Brian