

23 March 2020

Dear Team Members

TCA will shut down operations today, Monday, March 23, 2020 after 2nd shift and remain closed until the start of 1st shift (6:45 AM Plant 1 and & 7:00 AM Plant 2) on Tuesday April 7, 2020. If you are a Team Leader, Specialist, etc. that come in a half hour early please do so on April 7, 2020.

Today (Monday, March 23)

1st shift works a full shift.

2nd shift comes in as normal and the shift ends at 10:00 PM. Production will end at 9:00 PM and the final hour will be devoted to clean-up and shutdown activities.

3rd shift is cancelled.

Attached in the packet or the following:

- Information to help file for unemployment benefits.
- **Address form** – If your address has changed or phone number you need to update before you leave today.
- **Direct Deposit forms** – If you have a live check it will be mailed please consider direct deposit. This information has to be in no later than 5:00 pm today along with the proper documentation to do so (i.e. voided check or letter from bank) otherwise live checks will be mailed. Direct Deposit slips will be held until you return.
- **Vacation form** – if you would rather put in for vacation vs. filing for unemployment please fill out the form before you leave today.

Looking forward

Please use the resources listed below to contact TCA. We have created an account on Facebook as a means to update Team Members. Please see the address below. Due to technical delays that have to do with Facebook's protocol for such websites, you will not be able to look up the page while on Facebook for a few days but must use the address provided below to access it.

Ways to contact TCA for feedback.

- Call off-line – Extension 250 please leave questions you may have there. We will check this daily and try to get back with people in a timely manner.
- Facebook: <https://www.facebook.com/Taiho-Corporation-of-America-105323631114990/>
- TCA Website: <https://taihousa.com>