



March 24, 2020

### To our Lynden Door Family of Companies

The previous few weeks have been an unprecedented challenge as we have globally been following and dealing with the escalation of the novel coronavirus (COVID-19). I appreciate and am grateful for your input, detailed work and prayers for our business, employees and leaders during this time. We are dependent on God in our daily decisions in caring for our employees and business and seek to honor and glorify Him through this process.

Washington and Oregon governor's executive orders on March 23, 2020, along with similar federal guidelines for the US and Canada, are directing non-essential businesses and citizens to follow the "stay at home" directive. While these specific orders allow our wood products business to remain open as an "essential business", we have made the decision to follow the government's lead and allow our people to stay at home to protect and care for themselves and their families. Although the housing industry is essential, we feel our customers will support our decision to care for our families.

We will begin shutting down our operations at all locations beginning this week. In Lynden, our last layup and pressing shift will be Wednesday night, March 25, 2020. We will continue to trim, paint and ship doors through Friday, March 27, 2020. The front office will remain open with limited staff through Friday, March 27, 2020. Managers at all other locations will communicate shutdown schedules. At all locations, operations will be closed from Monday, March 30, 2020 through Friday, April 10, 2020.

God has blessed our business during the last six years since the housing crash of 2007/8. We trust in Him to continue to provide for our company and our employees through these current events and stepping out in faith, the companies will pay our employee's wages during this two-week shutdown. Our company can and will support our employees for this two-week period and not rely on the government, nor increase our national debt to do so.

There are some critical functions that need to remain in place during the shutdown, such as IT, Accounting, HR/Payroll, Customer Service, Order Entry and Sales, and others. Those that can work from home and/or telecommute should continue to do so through the shutdown. More details will be shared over the next few days.

While we are following the "stay at home" directive, we should care for our families and those around us, encouraging them to be safe. Be part of a community that shares and cares for one another and especially those that are struggling during these times.

If things are worse in two weeks, we will be glad we have hunkered down. If they are better, we will be at ease that we are safe and may be able to begin work again. If we don't know in two weeks, we will STILL depend on God for wisdom in making decisions for our employees, community, and our customers. Our faith will pull us through.

Sincerely,

Ted Bargaen