



Kimberley Waltz

VP Customer Service and Postal Affairs

March 17, 2020

Subject: COVID-19 Update

As part of Cathedral's commitment to provide our customers with uninterrupted service, we are monitoring and communicating with our vendors on a regular basis. One of our most important partnerships is with the United States Postal Service (USPS). The USPS leadership has informed us that they are in constant communication with the Center for Disease Control (CDC) and the CDC has advised them that the COVID-19 virus is not currently known to be transmitted via mail or packaging materials due to the many different environments, equipment and time involved in delivery. They have also informed us there is no predicted system-wide shut down and the USPS continues to operate with existing delivery standards. They are, however, implementing additional measures to safeguard their employees. Out of an abundance of caution and in the interest of protecting their employees, the USPS has shut down the Westchester, NY processing facility while they take extra measures to clean and sanitize the building. Part of their disaster recovery plan includes re-directing mail based on class and size to other USPS locations in an effort to make sure service is not disrupted while the Westchester facility is down.

The USPS is thoroughly prepared for all contingencies and regularly responds to natural disasters that have far greater potential to shut down service in the US. They have a robust re-direction plan where they reroute mail based on class and size to other plants in order to avoid disruptions in service. As a part of the mailing industry, Cathedral is kept fully informed of their efforts to maintain mail delivery and we have the tools and systems to react quickly to any changes made by the USPS. As with all of our significant vendors and partners, Cathedral will monitor the USPS and communicate any information beneficial to you as part of our preparedness during these challenging times.

As we outlined in our communication last week, production continues in all of our production facilities although we have instituted remote work procedures for many employees. We remain ready to assist you with any additional print/mail or communication needs during these challenging times.

Sincerely,

A handwritten signature in black ink that reads "Kimberley J. Waltz".

Kimberley Waltz