



March 22, 2020

To all clients:

Earlier this week, several states, including California, New York, New Jersey, Pennsylvania, and Illinois, issued “Shelter in Place” orders that close all “nonessential businesses” in their states. **Moore mailing production plants are not impacted by this order and will continue to operate to serve you.** The federal government’s Department of Homeland Security designated what our mail production plants do—manufacturing of materials, including paper, for needed communications and support for infrastructure, to include private facilities supporting postal and shipping—to be an essential service.

The flow of mail is critical to our economy and as an “Essential Critical Infrastructure” provider, the Moore mail production facilities will continue to process mail in support of the United State Postal Service. The U.S. Department of Homeland Security has issued a memorandum on identification of essential critical infrastructure workers during COVID-19 response, which lists the services of the production facilities as “Essential Critical Infrastructure.”

Numerous essential businesses and people rely on the mail production services and products of Moore. For example, we support clients in the medical fields (including hospitals, doctors, medical research) and provide necessary communication to people that are now under the “shelter in place” order. Furthermore, the United States Postal Office is considered an essential business. As they shared on their website at <https://about.usps.com/newsroom/service-alerts/>:

In addition, the Postal Service is an essential service for purposes of its compliance with state or municipality shelter-in-place orders or other social distancing restrictions. The Postal Service delivers medications, social security checks, and is the leading delivery service for on-line purchases. The statute that created the Postal Service begins with the following sentence. “The United States Postal Service shall be operated as a basic and fundamental service provided to the people by the Government of the United States, authorized by the Constitution, created by an Act of Congress, and supported by the people.” 39 U.S.C. §101(a).



All Moore mail production companies are taking every precaution to keep our associates safe and healthy; they will continue to do so throughout this crisis. All production companies have adopted, and in many cases are exceeding, all issued protocol by the CDC.

All associates at each mail production facility who can perform their duties remotely—including many in leadership, customer service, account management, administration and other support services—are currently working remotely.

We are dedicated to serving you and continuing to do everything that we can to protect our associates, as we do our part as an “Essential Critical Infrastructure” supplier to support you and the USPS and to keep the mail moving.

This is a fluid situation. As more details emerge, we will adjust our plans as necessary and share those updates with you.

Sincerely,

A handwritten signature in black ink that reads 'Gretchen Littlefield'.

Gretchen Littlefield, CEO