



**Re: PA Governor Order to Close 'Non-Life-Sustaining' Businesses**

March 22, 2020

To whom it may concern:

Please be informed that the bearer of this notice is employed at MI Windows and Doors, located within the State of Pennsylvania.

On March 19, 2020, the Governor of Pennsylvania, in an effort to help mitigate the spread of COVID-19, issued an order temporarily closing 'non-life-sustaining' businesses. Subsequently, the Governor provided a list of businesses that may continue physical operations. That list of essential businesses included 'Plastic Product Manufacturing' and 'Glass and Glass Product Manufacturing' businesses.

Because the products and services we provide and the industry in which we operate supports the basic need of shelter, we have determined in good faith that the operations of MI Windows and Doors qualifies as a business that may continue physical operations under the Governor's order.

Our workplaces comply with the guidance and directives issued by the CDC for social distancing. Additionally, we have implemented enhanced cleaning procedures and limited physical contact among our team and essential suppliers within our facilities to mitigate the risk associated with the Coronavirus.

Please do not hesitate to contact me at 717-365-3300, x. 2701 should you have any questions regarding this notice or our operations in the State of Pennsylvania.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt DeSoto".

Matt DeSoto  
CEO

