

COVID-19 Information Awareness and Action Plan

To all DEUS Team Members:

As the U.S. and the world continue to grapple with the COVID-19 pandemic we are seeing additional governmental “social distancing” requirements and customer closures or delays in reopening. The Executive and Management teams remain in contact with our customers and governmental authorities. Previously we shared our plans for the weeks of March 22nd-28th and March 29th-April 4th.

Effective April 5th our Team Members will have the option of using benefit time or “no-pay” for any hours they would have regularly been scheduled to work. This directive will remain in effect until DEUS resumes normal production or until you have been contacted by HR or your manager and asked to return to work for special assignment or given different instructions.

As previously shared, we fully anticipate restarting production soon. Unfortunately, with the continued spread of COVID-19 our plans of resuming production must be flexible. We are asking our employees to continue to monitor our website at (www.diamond-us.com) or to call (304) 586-0070 extension # 900 for updates. We will update the website and “hotline” periodically to provide as much information in advance of our restart as possible.

The Human Resources Department has been advised by the WV Unemployment office to instruct employees to file “total claims” in the event of any reduction in hours/pay. As a result, there is no need to request a “low earnings slip” from HR. Please visit www.workforcewv.org/unemployment for additional information on unemployment benefits. Employees can file for unemployment benefits directly at → <https://uc.workforcewv.org>.

Additionally, the Company will continue to waive all medical and dental premiums for all employees through April 18th. As a result, employees should not see a charge for medical and dental premiums on their April 17th paycheck. Employees will still be responsible for supplemental life and vision premiums and H.S.A. “pre-tax” contributions. If applicable and an employee does not have any earnings on April 17th, the Company will pay the additional premiums for supplemental life and vision coverage, with the understanding that the employee will be required to ‘true-up’ any amount when production restarts.

These are unprecedented times and we appreciate everyone’s understanding and support. If you have questions or concerns please do not hesitate to contact Human Resources, your department Vice President, or members of the Executive Staff.

Thank you and Please Stay Safe,