



April 9, 2020

Subject: COVID-19 Weekly Update

During this blessed holiday week, I hope you, your loved ones and your colleagues continue to be healthy and safe. I am reminded, in these unprecedented times, how important our friendships, partnerships and connections are. While our country is being asked to literally stand apart from each other, we are reminded that standing together is what life is really all about.

I am committed to providing you with regular updates as Cathedral navigates the evolving COVID-19 situation and its effect on our business, our major suppliers and our operating partners. We are taking all necessary actions to ensure that we continue to provide the high-quality service and support you rely on, while safeguarding the health and well-being of our employees.

Business Continuity - Cathedral is fully operational and continues to process data, print, insert and mail products in all states.

Our response to this pandemic is led by me, working with the senior management team, from operations to programming, from sales to service and delivery. Our response is guided by our existing comprehensive business continuity plan that was in place before the current situation.

Although the states we operate in have issued 'Stay At Home' orders and have limited "Non-Essential Businesses" to close for a period of time to deter the spread of COVID-19, Cathedral Corporation is considered an "Essential Business" for all of these mandates. We are continuing our operations in all four production locations at full capacity. A reminder of the measures we are taking to ensure uninterrupted service and safety is outlined below:

- We contact our major suppliers on a regular, if not daily, basis and do not anticipate any interruption in our normal supply chain. Our paper and envelope suppliers remain open and ready to ship product to all of our plants. Our key equipment and maintenance vendor partners remain open for business including requests for maintenance, service or parts.
- The US Postal Service (USPS) continues to function in all areas of the country. We have not seen any reduction in service levels in any area of the country even NYC. You may have seen some news reporting that the USPS is operating at a deficit and will be out of money by June. In fact, the USPS has operated at a deficit for many years due to a requirement that the USPS fund postal workers' pension and health benefits in advance unlike any business or government agency. In actuality, their package and first class mail volumes have grown during the COVID-19 pandemic.
- Following recommendations from the CDC, we have limited access to our production facilities to essential personnel, with pre-access screening for all visitors. Our operations team has

implemented expanded cleaning and disinfecting procedures for common work areas. Although to date, no Cathedral employees have contracted the COVID-19 virus, we require all employees who are ill (regardless of the illness) to stay home. We also require all employees who have traveled or may have been exposed to the virus to self-quarantine for 14 days.

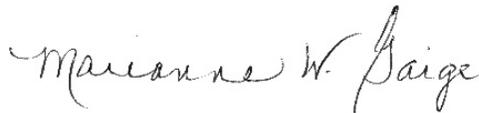
We are adhering to all local work-from-home requirements and currently have all staff that are able to, working remotely. Cathedral's data centers and work-at-home systems are running well including systems access and data security.

Our safeguards are in place. Our disaster recovery and business continuity plans and policies are up-to-date and tested and are being reviewed by the senior management team on a weekly basis. We will notify you of any material developments that could affect them. Fortunately, to date, our operations have not been impacted by COVID-19; even so, we remain ready to take additional actions, as the circumstances require.

We remain ready to assist you with any additional print and mail or communication needs. Please don't hesitate to reach out to your sales or customer service representative for any urgent communication needs you may encounter. If there is anyone else in your organization that should receive these updates from me and others at Cathedral, please let us know so that we can add their information to our files.

Thank you for helping all of us at Cathedral Corporation remember what matters most. We thank you too for your continued trust and faith in our services. At some point, hopefully soon, we will work our way through this and be able to rejoin our normal lives and livelihoods, along with our friends and family. I am confident that together we will get through this.

Please stay safe, healthy and in communication with us,

A handwritten signature in cursive script that reads "Marianne W. Gaige". The signature is written in black ink and is positioned above the printed name and title.

Marianne W. Gaige
Chairman and CEO