



March 16, 2020

To CLP Employees, Board, and Members.

The Coronavirus is now considered by the World Health Organization (WHO) and CDC as a Global Pandemic. The President and our Governor have declared a State of Emergency.

Accordingly, since CLP is considered '**CRITICAL**' similar to the way police, fire, ems, health professionals, and first responders are, we need to take specific steps to ensure the safety of our employees and limit the spread of the virus throughout our community.

As of today (3/12/20), there hasn't been a single case of Coronavirus confirmed within our service community from Duluth to Finland that has been identified. However, there are over a dozen so far in our State, and further spread is likely. Following the CDC recommendations, we have instituted all of their personal preventative recommendations.

**Cooperative Light & Power has also implemented the first stage of its pandemic response plan.**

We have contacted the Two Harbors Dept of Health, and Carey Hogenson is our CLP Response Team Representative working with them, the CDC, and the MN Dept of Health.

In addition, it's imperative that we do all we can to keep our facilities - both the front office and operations - virus free. Towards that end, the following actions are being implemented:

1. All business travel, face to face meetings, seminars, and events will be canceled without any participation from CLP employees.
2. We are ensuring that all our employees, including lineman, have the capability to work from home. In the event that there is a spread of the virus identified in our community, that will be the trigger to begin working from home.
3. All office employees will continue to work in the offices at CLP, and lineman will continue operations within our outside plant until further notice.



4. All employees will follow the CDC hand washing, social distance minimum (6ft), stay home if sick, and all other CDC recommendations currently or added.

5. As of today, the front door of both the office and operations will be closed to walk-in traffic, and no member, vendor, etc. will be allowed in our facility. A posting on the website, a memo on the front door, Press Release in the newspaper, and the newsletter will notify the public.

6. Bill payments can be made at our dropbox, and cash members will not be penalized for cash payment rounding errors. On-line payments will proceed as usual.

7. The Annual Meeting will not occur on April 22, 2020, as previously planned. It will be rescheduled as soon as practical based upon virus spread and CDC recommendations related to crowd gathering event protocol. Currently, the CDC recommends there should not be any gatherings with more than 50 people. Our energy partners Great River Energy and MREA have canceled their annual meetings.

With many of our seasonal members coming back into our town from all over the State and Country, CLP must do everything within our means to limit virus exposure and ensure our employees stay healthy. By taking these precautions, CLP can keep providing power and keep the lights on.

This situation is changing daily. Visit our website for the latest updated information concerning CLP operations.

Stay safe and healthy,

A handwritten signature in black ink, appearing to read 'Hal Halpern', is written over a light blue horizontal line.

Hal Halpern