

March 20, 2020

To all Schupan and Sons Inc. and affiliated employees,

It's been another eventful week across the nation and within our company as we continue to battle the spread of the COVID-19 virus. These unprecedented times require unprecedented measures as the landscape is changing rapidly. The COVID 19 Action Committee is committed to sharing the latest information and steps Schupan management is making to protect you and your co-workers to the best of our ability. Today's correspondence will outline some of this week's highlights. We strongly encourage you to read all of this memo and those to follow.

Before we go into more detail, we feel it is important to remind you we are all in this together. Some of you are going to be asked to come to work to provide your essential duties; some of you are going to be asked to work from home; some jobs may be temporarily put on hold; and some or all portions of our business may be deemed 'essential' and remain open. This is the most challenging aspect of what your management team is sorting through. We ask for your continued support and patience as the state and federal government provides ever-changing guidelines and potential assistance in the event of operational shut downs. We are monitoring this very closely and will hopefully have more concrete information soon.

We will diligently try to do our part, and we remind you to continue to do the same. Stay safe.

***Latest News (we encourage you to go to the Schupan COVID-19 webpage for more details):***

Since our last correspondence, the Federal Government has issued a National State of Emergency. This basically means that there will be a reduction in regulations and a large amount of financial support available to states in managing through this crisis.

Many states, including Michigan, have shut down or suspended all restaurant and bars and other public gathering spaces. We are keeping a close eye on the possibility of further shut downs as the states of New York, Pennsylvania and California have taken even greater measures – for now.

The Treasury Department and the Internal Revenue Service are providing special payment relief to individuals and businesses. An extension of time to file and pay your income tax has been granted and is now July 15, 2020. All taxpayers and businesses will have this additional time to file and make payments without interest or penalties.

Again, you are encouraged to do your part and follow reliable news sources for valuable information. We will be vetting and posting such information on the Schupan webpage for you and your families to review. The Schupan webpage will be a valuable resource -- but not the only resource for you to keep fully informed throughout this pandemic.

### ***What is Schupan doing in response to COVID-19?***

- Established an employee webpage for important company updates, resources and information about COVID-19. Please bookmark the page: [www.schupan.com/covid](http://www.schupan.com/covid)
- Purchased disinfectants to clean machines and workspaces.
- Established volume requirements and restrictions at our Kalamazoo and Elkhart retail locations.
- Established guidelines to follow in the event that an employee comes to work ill, or calls in sick (see attached).
- Established protocol should an instance of an infected employee occur (see attached).
- Prohibited all non-essential visitors and vendors from entering any of our locations.
- Suspended all international business travel and limited other business travel to essential with Executive Leadership approval only.
- Restricted intracompany travel and implemented a teleconferencing policy.
- Prohibited employee gatherings greater than 10; this includes all break rooms and common areas. All employees must maintain a 6-foot distance from each other.
- Implemented a work-from-home policy for employees who can perform their functions remotely. This lessens exposure to those of you whose presence is critical. (Thank you, IT Department for getting so many people mobile so quickly.)

### ***What does our future hold?***

We do not know how long this will last. We do know by working together and all of us doing our part, when this is behind us, Schupan and Sons Inc. will be even stronger. Let's do everything within our own power to keep us operational: follow the CDC/Presidential hygiene guidelines: wash your hands for 20 seconds or more; don't touch your face; keep your distance from others; limit your personal gatherings to 10 people or less; stay home if you are feeling sick; and stay informed.

If you have any question, ANY QUESTION, please do not hesitate to ask your supervisor, TMR Liaison, or any our Executive Leadership team. The webpage also has an area to submit questions for your convenience.

Additional updates will be added to our webpage, [www.schupan.com/covid](http://www.schupan.com/covid).

Stay tuned and stay safe!

Thank you,

COVID-19 Action Committee