

March 9, 2020

To all Schupan and Sons Inc. Employees:

As the coronavirus continues to spread worldwide and receive intense media coverage, we want you to know we are monitoring the situation very closely. We should all take proactive measures to prevent the spread of any illness (including the flu, common cold, and other viruses) in our work environment. Here are some common-sense steps that you can take to prevent the spread of any airborne illness:

- Wash your hands thoroughly and often with soap and water for 20 seconds.
- Use hand sanitizer with $\geq 60\%$ alcohol content.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue or upper sleeve when coughing or sneezing.
- Avoid contact with people who are sick (generally airborne droplets will not travel further than 6 feet).
- Stay home if you have a cough or a fever and contact your healthcare provider.

Your health and safety is of the utmost importance and we will continue to monitor this developing situation. Please contact your supervisor or TMR Liaison with any questions or concerns. To learn more about COVID-19, visit the Center for Disease Control and Prevention's website at www.cdc.gov/coronavirus.

Sincerely,

Marc Schupan, CEO
Sincerely,

A handwritten signature in blue ink that reads 'Marc Schupan'.

Marc Schupan, CEO

