



Memo

To: To all Schupan and affiliated employees

From: COVID-19 Action Committee

Date: March 16, 2020

RE: COVID-19 urgent update

The coronavirus (COVID-19) and its impact nationally and locally is rapidly evolving. As promised, Schupan and Sons Inc. will continue to communicate with you as our policies evolve. We are working very hard to maintain the balance of acting with the seriousness this situation requires, while managing our operations and overall business in a responsible and prudent manner.

As mentioned last week, we have formulated a Committee to monitor this situation, implement strategies and communicate with all of you. The goal of this committee is to be as proactive as is reasonably possible to implement guidelines and strategies throughout these trying times. This committee will officially go by the name of "COVID-19 Action Committee." The following guidelines and policies are effective immediately and will remain in place until further notice:

1. **Work from home policy:**
 - a. If an employee can work from home **effectively**- they are **strongly encouraged** to work from home - With supervisor approval
 - b. If a portion of an employee's job can be performed at home, they are **strongly encouraged** to do that portion of the job from home and report to work for the items that cannot be performed at home - With supervisor approval
 - c. If someone is sick or exhibits flu like symptoms (fever, cough, sore throat and/or shortness of breath, etc.) he/she is required to stay home.

- d. If an employee's job responsibilities requires their physical attendance they need to report to work
 - e. If an employee is in a high risk category for developing the COVID – 19 virus, you are welcomed to contact your supervisor or a TMR representative
2. **Social Distancing:**
- a. Gatherings greater than 10 people are prohibited unless otherwise approved by an executive leadership team member
 - b. All potlucks and anniversary celebrations are suspended
 - c. No more than 10 people in break rooms at any given time
 - d. Please exercise extreme cleaning measures
3. **Travel Policy:**
- a. All business related international travel is suspended until further notice.
 - b. If an employee is traveling back from a foreign country, or visits a foreign country on their personal time - They **MUST** self-quarantine for 14 days before returning to work at a Schupan facility. Otherwise you may contact your supervisor to work from home.
 - c. All non-essential travel, including but not limited to, travel between Schupan facilities, travel to customers, and travel to vendors is suspended until further notice (unless approved by the executive leadership team).
4. **Visitor Policy:**
- a. All non-essential visitors are prohibited.
 - b. All non-essential customer visits are prohibited.
 - c. All non-essential vendor visits are prohibited.
 - d. All job applicants will be on-line **ONLY** - Please **POST** at all facilities.
 - e. Approved visitors must sign in and provide contact information prior to entering a Schupan facility.
5. **PTO and attendance policies**
- a. We are awaiting Federal and State guidance on paid leave and ask that all employees utilize their PTO balance **FIRST**.

- b. We recognize there will be potential challenges with the closing of schools and we are evaluating solutions to help with this.
- c. We are considering alternative shifts and work schedules as necessary.

Other Items we are addressing at this time:

- We purchased (2) 55 gallon drums of alcohol to make disinfectant should the need arise.
- We continue enhanced cleaning at all facilities.
- As a reminder, employee loans up to \$2,500 through Consumers Credit Union are available for those employees who qualify - Contact your TMR liaison with questions.

Remember we are all in this together. We are committed to keeping you informed as our policies may change and ensuring your safety and wellbeing to the best of our abilities. In addition, we are closely monitoring Federal and State law changes and we will comply with any new legal requirements. We need you to do your part in cooperating with the guidelines and policies in this correspondence and the ones to surely follow.

As always, if you have any questions concerning this matter, please contact your supervisor or a TMR representative. Again, this is a very fluid situation and we will communicate new information and policy changes as they occur.

Sincerely,

Our COVID-19 Action Committee

Tom Emmerich
Andy Knowlton
John Barry
Gary Curtis
Mary-Frances Oliphant
Heidi Liddle
Andy Wichman
Kendra Townsend