

March 27, 2020

To all Schupan and Sons Inc. and affiliated employees,

With so much changing in the state and nation as we all face the COVID-19 pandemic, the COVID-19 Action Committee remains committed to sharing the latest most pertinent information as possible. **We strongly encourage you to read all of this memo and those to follow.**

This week was full of Executive Orders and some tough challenges.

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

Michigan and Ohio issued "Stay Home, Stay Safe" Executive Orders that temporarily prohibits non-essential work & travel, limits gatherings to households only, and closed dining areas at bars & restaurants, allowing take-out service only.

Marc Schupan and Tom Emmerich shared a video on Monday outlining why all of Schupan and Sons, Inc. operations are "essential" and why we would remain open. Here is why Schupan is essential:

Schupan specializes in recycling and waste management services and the supply of necessary raw materials and component parts to other essential businesses, including those in the *health care industry, and the food production and processing industry. We also are a key member of the supply chain for the military, defense, aerospace, and electronics and telecommunications industries.*

Despite our standing as an essential service provider, we do not control our supplier's decisions as to their operational abilities. Many of our customers' businesses have slowed, which in turn is affecting our operations. For example, virtually every grocery and convenience store has stopped taking deposit containers until the "Stay at Home" Executive Order is lifted. We now find ourselves in the very difficult position of being an essential business whose customer has decided to not supply us, for now. Therefore as a result of these developments, unfortunately, our beverage division and UBCR are unable to perform our critical services and will cease operations in Wixom and Wyoming. All other divisions remain mostly operational and are evaluating things, day-to-day.

On the national front, a federal economic stimulus package is being finalized in Washington DC that will supply significant financial relief to families during this unprecedented halt to the US Economy. While we cannot be your source to its impact on each employee, we believe the



assistance will be strong. We strongly encourage you to research the benefits by going to www.usa.gov/coronavirus. This stimulus package just passed, so details have not yet been added to the site.

Many employees have asked about wearing masks to feel more proactive in their healthcare. Yes, you may bring and wear a protective mask on your shift. Please keep in mind that wearing a mask is no guarantee against the COVID-19 virus and **all hand-washing and sanitizing protocols, and 6-foot distance rule must still be observed.**

What's new from Schupan in response to COVID-19?

- Updated our employee webpage with important company news, resources and information about COVID-19. Please bookmark the page: www.schupan.com/covid
- Implemented and shared an emergency PTO plan.
- Established and shared guidelines to follow in the event that an employee comes to work ill, or calls in sick.
- Established and shared protocol should an instance of an infected employee occur.
- Continued to prohibit all non-essential visitors and vendors from entering any of our locations.
- Continued to prohibit employee gatherings greater than 10; this includes all break rooms and common areas. All employees must maintain a 6-foot distance from each other.
- Continued our work-from-home policy for employees who can perform their functions remotely. This lessens exposure to those of you whose presence is critical.
- Distributed employee badges to be worn to and from work. These badges help identify you as an employee of an essential business.

Follow these 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. We will get through this together -- 6 feet apart.

Please continue to do your part:

- Follow the CDC/Presidential hygiene guidelines.
- Follow reliable news sources for valuable information.
- Go to the Schupan webpage (www.schupan.com/covid) for the latest updates and to ask questions of your COVID 19 Action Committee.

We are Schupan. We are in this together. We will diligently try to do our part, and we remind you to continue to do the same.

Stay tuned and stay safe!

Thank you,

COVID-19 Action Committee

