

April 20, 2020

To all Schupan and Sons Inc. and affiliated Employees,

Not a lot has changed in the past week, so this update is devoted to sharing information that many of you have asked about. Company policies are still in place to keep our employees safe, and will remain until further notice as we keep an eye on the evolving situation.

Last week, the Talent Management & Retention Team (TMR) shared a survey via the Paycom App with all employees. The team asked how our communication has been up to that point, what other information you'd find valuable, and what the best methods of communicating with you were. Within three days, 44% of you had responded. Thank you! Schupan employees continue to impress us: with your participation, your positive attitudes, and your willingness to help improve our practices. We are Schupan!

When looking at the data, some patterns emerged. Many of you had similar questions. We'd like to address those concerns and continue to update you about those subjects, should there be any changes.

How is the company handling any positive COVID-19 cases among employees?

At this time, no Schupan employee has tested positive for COVID-19. This does not mean that we can relax our standards; it is still imperative that we continue our current social distancing practices, as well as our cleaning and disinfecting protocols. Please be assured that if we are made aware of a positive test result from an employee, we would begin an immediate inquiry as per our COVID-19 Exposure Prevention, Preparedness, and Response Program. We would notify anyone who had close contact with the employee who tested positive and we would provide guidance to those individuals in partnership with the local health department.

What can you say to reassure us about the future of the company?

Friday, Marc Schupan sent a memo to all employees that addressed this very thing. Marc said, **"I am certain that we will all return to work in the near future...Be assured that we will successfully work through this challenge together. Schupan & Sons will be stronger than ever."**

That is our immediate and attainable goal: to emerge ultimately stronger than we were before this pandemic. We are counting on those working on location and from home to keep the same level of work quality and ethics to achieve this.



Has the 'stay at home' Executive Order slowed the spread?

The vital statistics -- while not great, yet -- show a flattening in the spread of COVID-19. Here is where our states stood as of Friday:

	Confirmed Cases	Confirmed Deaths
Michigan	30,023	2,227
Ohio	8,858	401
Indiana	10,154	519
Illinois	25,733	1,072

The number of daily confirmed cases is seeing a downward trend. So things are improving, but it's still a serious situation.

How is COVID-19 still spreading?

When maintaining the CDC-recommended 6-foot social distancing guidelines, the coronavirus is almost exclusively spread by touching an object that contains the live virus, and then touching the face. The virus enters in the mouth, nose, or eyes, typically from an unwashed hand. Face coverings help in two ways: prevent frequent face-touching; and act as a barrier to droplets generated when an asymptomatic infected person talks, coughs, or sneezes.

Familiarity should not breed complacency. While we are all growing tired of this virus and its impact on our daily lives, we must remain vigilant in following CDC recommendations and company policies. Only 19% of you have not visited the [Schupan COVID-19 webpage](#), but we encourage ALL employees to do so. That page is updated as needed with information on benefits, resources, and announcements from this committee.

Be present. Be aware. Be safe. Be Schupan.

Hope you all had a great weekend.

-Your COVID-19 Action Committee

