

April 3, 2020

To all Schupan and Sons Inc. and affiliated Employees,

As we enact policies that we've never had to consider before the coronavirus pandemic, the COVID-19 Action Committee remains committed to monitoring the quickly evolving situation and sharing the latest, most pertinent information. **We strongly encourage you to read all of this memo and those to follow.**

This week, for us as well as the nation, was all about containment. Most of our company policies were created in earlier weeks. This week and the next few weeks are about maintaining and adjusting those policies as more information becomes available.

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

Michigan and Indiana have closed schools through the end of the year. Ohio and Illinois have tentatively pushed the school reopening date to May 1<sup>st</sup>. All of these states have issued orders temporarily prohibiting non-essential work & travel, limited gatherings to households only, and closed dining areas at bars & restaurants, allowing take-out service only.

Furthermore, we **DO** anticipate that Michigan will likely extend the Governor's "Stay at Home" Executive Order beyond the current April 13, 2020 date. Stay tuned on this!

Despite our standing as an essential service provider, we are impacted by our customers' businesses. Many of our customers' businesses have slowed, which in turn has affected our operations. As a result of these developments, some of our employees have seen a reduction in hours or a suspension of work altogether. We are, so far, fortunate to be able to maintain health insurance benefits to those affected by the work slowdowns.

***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](http://www.schupan.com/covid)
- Shared telehealth and insurance information with employees. That information is available on our webpage, [www.schupan.com/covid](http://www.schupan.com/covid).
- Updated guidelines to follow in the event that an employee comes to work ill, or calls in sick.
- Continued to prohibit all non-essential visitors and vendors from entering any of our locations, employee gatherings, and continued our work-from-home policies for those of you who can perform your functions remotely.
- Distributed employee badges to be worn to and from work. These badges help identify you as an employee of an essential business.



This remains a serious situation and your vigilance is needed. Wash your hands for 20 seconds or more; don't touch your face; keep your distance from others; limit your personal gatherings to your household only; stay home if you are feeling sick; and stay informed.

Please continue to do your part:

- Follow the CDC/Presidential hygiene guidelines. "30 Days to Slow the Spread" has been added to our Covid-19 webpage and company eBoards.
- Follow reliable news sources for valuable information.
- Go to the Schupan webpage ([www.schupan.com/covid](http://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 and will get through this together. We will diligently continue to do our part, and we remind you to do the same.

Stay tuned and stay safe!

Thank you,

COVID-19 Action Committee

