

We are Schupan.

NOTHING WE DO IS WORTH DOING UNSAFELY



NEW SAFETY PROTOCOLS

Schupan & Sons, Inc. (hereinafter "Company") takes the health and safety of our employees very seriously. With the spread of the coronavirus or "COVID-19," the Company is committed to reducing the risk of exposure to COVID-19 at the Company's workplace(s) and to providing a healthy and safe workplace for our employees.

The following protocols have been implemented and are being followed at all Schupan locations:

COMPANY RESPONSIBILITIES

Educate employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including:

- Post CDC information in high traffic areas and recommendations on risk factors.
- Educate employees about the importance of good hand hygiene and avoiding contact with their face.
- Ensure adequate supplies of soap and hand sanitizer are maintained and hand sanitizers are placed in multiple locations.
- Ensure adequate supplies of EPA approved disinfectant sprays and wipes are readily available.
- Discourage handshaking and instead encourage the use of other non-contact methods of greeting, while maintaining social distance.
- Avoid other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces when possible. If necessary, clean and disinfect them before and after use.
- Avoid sharing food utensils and food with other employees.

EMPLOYEE RESPONSIBILITIES

- Wash hands frequently with soap and water for at least 20 seconds.
- Use an alcohol-based hand rub with at least 60% alcohol when soap and running water are unavailable.
- Avoid touching eyes, nose, or mouth, especially with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering mouth and nose for coughs and sneezes.
- Avoid close contact with people who are sick.
- Maintain an appropriate social distance of six (6) feet to the greatest extent possible while there is a community spread of COVID-19 or any other such outbreak/pandemic.



SOCIAL DISTANCING PRACTICES AND WORKPLACE CONTROLS

- All employees must complete a wellness screening before reporting to their work station.
- The Company will allow employees to work from home when practicable.
- Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet.
- Virtual meetings will be used whenever possible.
- Any in-person meetings must avoid gathering in groups of more than 10 people, and participants must remain at least six (6) feet apart.
- Employees will stagger breaks and lunches. Groups of employees are limited to less than ten (10) people in break rooms.
- Employees should limit the use of co-worker's tools and equipment.
- To the extent tools must be shared, the Company will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- If practical, each employee should use the same tools or pieces of equipment every shift.
- Create barriers where feasible between customers and employees, e.g., barricades.
- Letters sent to vendors and customers regarding our Company COVID-19 protocols.

PERSONAL PROTECTION EQUIPMENT (PPE)

In addition to standard PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), the Company will also provide:

GLOVES

Gloves should be worn at all times while working, unless the use of gloves will cause a further hazard to the employee. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including nitrile gloves. Employees should avoid sharing gloves.



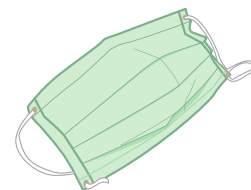
EYE PROTECTION

Eye protection should be worn at all times while working.



FACE COVERINGS

Company will provide and employees are encouraged to wear a face-cover in all facilities. If wearing a face-cover hinders the safety of performing a task, employees are encouraged to wear face coverings in common areas.



The Company will provide additional PPE as determined by the safety department, such as face shields, etc.

FACILITY VISITOR RESTRICTIONS

- Visitors allowed into a facility, including manufacturing area or office, are limited to only those necessary.
- Visitors must complete a wellness screening immediately upon arrival.
- Deliveries are permitted, but delivery personnel should remain in their vehicles, if at all possible.