

May 13, 2020

Dear Valued Schupan Team Member,

We hope this letter finds you well. As you may know, the Governor has issued an executive order that provides for the gradual reopening of select businesses. Although some of our facilities have been operating at partial capacity, we are excited at the thought of emerging from our homes, but we need to do so safely and carefully.

We began to recall some employees to work on May 11<sup>th</sup>. **We will contact employees individually as positions are recalled. For this reason, please make sure your contact information is updated in Paycom or contact your TMR Liaison.**

Due to COVID-19 and the necessity for providing a safe workplace, Schupan has implemented several changes. Upon returning to work, employees will be given COVID-19 safety training in order to communicate these changes. In the meantime, here are some highlights.

First and most importantly, we have taken numerous steps to protect employees that are consistent with guidance and instruction from the federal Centers for Disease Control and Prevention (CDC), the State of Michigan, and local public health officials. These steps are contained in the COVID-19 Safety Preparedness Plan that is available to you if you wish to see it. We have posted notices of the most critical components of that plan in all facilities, detailing our commitment to social distancing, handwashing, increased cleaning and disinfecting, and other recommended preventative measures ([click here to see the COVID-19 Safety Training supplemental document](#)). All employees must complete daily COVID-19 wellness screenings prior to, or directly upon, entering their facility. In addition, we will provide face coverings and strongly encourage employees to safely wear them at all times while at work.

Because we are learning more about the coronavirus each day, our Safety Preparedness Plan is to be used for strict guidance and will be continually updated. We have designated our Safety and TMR teams as our Workplace Coordinators to stay on top of federal, state and local guidance and incorporate new recommendations into our workplace policies and procedures.

We will maintain these changes for as long as they are determined to be important to the health and safety of our employees. We will provide further information as we make changes going forward.

We understand that you may have questions and concerns, and we encourage you to voice them. We will be transparent in our efforts to work together to find stability and solutions during these unprecedented times. Please contact your supervisor or your TMR Liaison to discuss any aspect upon your return to work.



If you have a medical issue that is relevant to your ability to return to work, please contact your TMR Liaison. We will maintain all medical information in strict confidence and will work with you to determine if there is a reasonable accommodation that will appropriately address your situation.

We believe we have the best team in the industry, and we will all get through this together. We look forward to seeing you again!

Sincerely,

Your TMR and Safety Teams

