



To all Schupan and Sons Inc. and affiliated Employees,

With the holiday weekend upon us as well as a rise in confirmed COVID-19 cases in select areas, we want to remind everyone to stay safe as you enjoy time to celebrate with your friends and families.

The best teams recognize that **individual commitment** to the group effort is essential for success.

Since March, the group effort has been making our workplace as safe and productive as possible while faced with the extraordinary threat of COVID-19. That threat is still significant. We need your **individual commitment** to maintain our success.

All signs are pointing to a strong return of the pandemic -- with outbreaks recorded in bars, restaurants, and family gatherings. **Everything you do outside of working hours could affect you, your loved ones, your coworkers, and your company.**

To date, Schupan has only had one employee test positive for COVID-19. That employee was asymptomatic and quarantined for 14 days before healthily returning to work. What we've done, as a team and as individuals, is working and we THANK YOU! However, in order to avoid an outbreak in the future and to keep each other safe, we may consider additional options, including the requirement of face coverings for all Schupan employees while on the premises.

Ahead of the Fourth of July weekend, we ask that you maintain the same vigilance that has, so far, contributed to our success.

As a reminder, personal vigilance should include:

- Maintaining a safe social distance of 6 feet.
- Wearing face coverings when that distance cannot be maintained.
- Frequent hand-washing and sanitizing.
- Staying home if you feel ill.
- Being honest when you complete our mandatory check-in questions about your potential exposure to the virus. Dishonesty may have serious repercussions.

Again, thank you for all of your efforts. Please be cognizant of the threat and act responsibly. Some of our employees may be high risk and/or have close, daily contact with others who are high risk. **Your actions inside and outside of Schupan have an impact.**

Only with your **individual commitment**, can we thrive as a team.

--COVID Action Committee