

To all Schupan and Sons Inc. and affiliated Employees,

Even as we see decreasing incidences of COVID-19 in our communities, our employees have still followed the established safeguards and protocols -- continuing to allow Schupan to operate safely. **Thank you! We could not have done this without you. Your extra precautions and efforts have made all the difference.**

***Small addition to face covering requirements.***

In an effort to be proactive, when employees are working near operational fans, face coverings must be worn due to the evidence of increased viral dispersion rates. Additionally, on the occasions when two or more people are working on the bag lines in Wixom and Wyoming, face coverings must be worn.

***Feeling sick? Please stay home.***

We have expanded the list of COVID-19 symptoms that we are screening for when you arrive to work. If you are experiencing any of these, please stay home and contact your supervisor for further instructions.

- Fever
- Sore throat
- New uncontrolled cough that causes difficulty breathing
- Diarrhea
- Vomiting
- Abdominal pain
- New onset of severe headache
- New loss of taste or smell

While answering the daily check-in questions, **be sure to give honest responses.** Just because you may be experiencing, for example, a headache, does not mean you will automatically be sent home. Our safety and TMR departments are ready to answer any questions and will find you assistance based on your symptoms.

Please stay tuned for an announcement about the upcoming flu shots that will be offered on-site and at the Schupan & Fabri-Kal Employee Health Center. **COVID-19 and influenza can present similar symptoms.** It is always highly recommended that employees and their families receive the flu shot, but it's even more important now.

We should all feel really good about what we've done in response to COVID! Each one of you has helped slow the spread. Keep it up!

--COVID Action Committee