

To all Schupan and Sons, Inc. and affiliated employees --

With **40,000 new weekly cases** in Michigan and similar numbers in Indiana and Ohio, this pandemic is far from over. Hospitalization rates are increasing and our healthcare systems are, once again, experiencing high demand for ventilators. For many of us, COVID is getting closer: most Schupan employees know someone who has had COVID or has been hospitalized with the disease. Some of you have, heartbreakingly, lost close friends or loved ones. In recent months, **nearly 10% of our workforce** has quarantined for the 14-day minimum, mostly resulting from close contact with a COVID-positive family member or friend outside of working hours. This rise in COVID-19 cases increases the importance of following our policies, which remain largely the same.

This is far from over. This is not political. Your *personal responsibility and diligence* are still very much needed.

How can we safely navigate this latest rise in cases?

You have **four major responsibilities** to keep yourself and your coworkers safe from COVID while at Schupan:

1. **If you have any symptoms, report those symptoms and STAY HOME.** Contact your supervisor, Andy Wichman (c: 269.491.1238), Todd Schten (c: 269.491.9307), or your TMR Liaison for next steps. If you come to work with symptoms that later turn out to be COVID, **you could be responsible for shutting down your entire work unit.** Coming to work with symptoms is not worth it. It's not worth it to you, to your coworkers, or to Schupan.
2. **Wear a face covering at all times, with two exceptions:** 1) if you are alone in your office; or 2) if you are on the floor and able to maintain more than a 6-foot distance. Apart from those two exceptions, a face covering **must be worn at all times.**
3. **Maintain a distance between you and others. This may be the most important thing you can do to reduce the spread of COVID.** Do not congregate in break rooms. Do not take breaks in cars with others. Try to avoid ride-sharing with people outside of your household. If carpooling is necessary, everyone outside of your immediate household should wear a face covering for the duration of the trip. Use Microsoft Teams for small group meetings, or Zoom for larger meetings.
4. **If you can work from home, you must do so with manager/supervisor approval.** Working from home lessens the risk of exposure for your coworkers who must be physically present to perform their jobs. Please reference our Temporary COVID policy distributed through Paycom and posted throughout the facilities. Your managers and supervisors can help you determine if working from home makes sense for you.

What should my family do about Thanksgiving?

- The CDC is recommending that people limit their Thanksgiving gatherings to include their immediate households only.

How can I safely pick up my turkey from Schupan?

- **Turkeys will still be available for pick-up at your designated Schupan location and time next week.** Observe your location's COVID-19 protocol for picking up the turkeys: wear a mask, keep the distance, and go through the check-in process.

Why should I follow these policies?

- **Schupan is relying on you to do your part.** We need to balance safety and operations to keep our employees healthy and employed. These policies while on Schupan premises are not optional. **Any violations of our policy will result in corrective action.**

COVID-19 is getting closer to us, but a vaccine may be coming soon. We **strongly recommend** everyone receive the vaccine when it is safely available so we may return to more normal operating procedures.

Marc Schupan will be sharing a video message early next week detailing the importance of our COVID protocols -- so stay tuned. Until then, have a safe & enjoyable weekend.

Stay vigilant!

-COVID-19 Action Committee