

To all Schupan & Sons, Inc. and Affiliated Employees,

Schupan is experiencing an increased number of potential COVID cases.

Our COVID safety policies are not optional. They must be followed for the protection & health of our employees, their families, and for the continued success of our company. We appreciate and expect your adherence to these safety policies to keep this small uptick under control:

- **If you are sick or experiencing any COVID symptoms, stay home.** Those symptoms include: fever/chills; loss of taste or smell; cough; headache; body aches; sore throat; runny nose/congestion.
- **Maintain the distance.** A minimum 6-foot person-to-person distance must be maintained to the best of your ability at all times.
- **Wear a face covering.** Even if the 6-foot distance is observed, your face should be covered for you & your coworkers' protection.
- **Check in to every Schupan facility you visit.** While only one screening per day is required, we *do* need to know where every Schupan employee has been. In instances that may necessitate contact tracing, we *must* know who has visited every facility.
- **Meetings should be conducted virtually.** If you can effectively communicate by virtual meeting or with a phone call, *in-person meetings are strongly discouraged.*
- **Work from home if you can.** To protect employees whose physical presence is required, those who can work from home should still work from home with manager approval.

Observe these sanitary measures:

- **Wash and sanitize your hands.** Wash often and wash thoroughly. Keep sanitizer close.
- **Avoid touching your face.** Do not adjust your mask with unwashed hands. Do not touch your eyes, nose, or mouth with unwashed hands.
- **Make sure your face covering is clean.** Have a spare mask (or two) so you can frequently launder your cloth face coverings.

Of all of the cases we are currently managing, only one has resulted from a work-related exposure. This means that it is equally important to take precautions outside of Schupan. Observe social distancing, face covering, and hand-washing guidelines while at Halloween parties, family gatherings, and sporting events, etc.

We all wish COVID-19 was no longer a threat. But it is, and may be now more than ever. We must continue to treat this pandemic seriously and recommit to our policies that have, so far, kept us safe. Your COVID Action Committee has been largely impressed with your commitment and adherence to those policies. Don't let them slip now!

Thank you for your attention to this, and we hope you have a great, safe weekend!

--COVID Action Committee