

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

In approaching our ninth month of the pandemic, you are undoubtedly feeling COVID exhaustion. However, this phase of the pandemic may be a little different, with our communities seeing increased infection rates and hospitalizations. **A recent, small increase among Schupan employees is cause to reevaluate and reaffirm the policies that have, so far, kept our COVID infection rates low and allowed us to maintain safe business practices.**

Although there are no changes, we must reiterate some of those policies:

- **If you don't feel well, stay home and follow call-in procedures.** There are other viruses going around -- flu, colds, etc. -- and it's hard to distinguish between COVID and something else. Stay home if you are exhibiting any of these symptoms: fever/chills; loss of taste or smell; uncontrolled cough; shortness of breath; fatigue; headache; abdominal pain; diarrhea; body aches; sore throat; runny nose/congestion. **Only you know how you feel.**
- **Do not have a physical meeting if you can conduct your meetings virtually.** Even if your participants are at the same location, opt for a Microsoft Teams meeting (for small groups) or a Zoom meeting instead of in-person.
- **Adhere to Schupan's COVID guidelines while visiting other businesses that may have more relaxed rules.** When making deliveries or visiting customers/vendors, always wear a mask, maintain a 6-foot social distance, and frequently wash/sanitize your hands.
- **If you can work from home, you should work from home with your manager's approval.** There are many Schupan employees who need to physically be on location. Working from home, for those who can, lessens the potential exposure to others who need to manufacture, process, and ship materials to our customers. If you must come in, adhere to our safe meeting guidelines and conduct your discussions/meetings via video or phone calls.
- **Please follow Schupan-recommended guidelines on your personal time to the best of your ability.** How you protect yourself outside of work could have a direct effect on your coworkers, their families, and on the company overall.
- **Are you wondering about Halloween safety?** See attached image for how to safely enjoy the holiday by following CDC recommendations. [For more info, please visit the CDC website.](#)

**Your DILIGENCE is needed, perhaps now more than ever. Thank you for everything you continue to do to keep yourselves and your coworkers safe!**

-- COVID Action Committee