

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

Complacency is a normal response, particularly after 8 months of observing our COVID-19 safety procedures. **However, complacency is not an option.** Please take a moment today and over the weekend to evaluate your hand-washing and mask-wearing habits.

As a reminder:

Wash or sanitize your hands frequently. Proper use of a face mask or covering will help protect you & others from the spread of COVID-19.



Mouth must be covered. **Nose must be covered.** **Mouth and nose are covered.**

- 1. Try not to touch or adjust your mask with unsanitized hands.**
- 2. Do not borrow or lend your mask.**
- 3. Your mask should fit tightly but comfortably.**
- 4. Clean your mask daily or as needed. Replace soiled or stained masks.**

The proper use of face masks/coverings, coupled with frequent hand-washing, is still vitally important to the health of our workplace and communities. We ask that you remain aware and make any needed adjustments to your hand-washing and mask-wearing habits.

Thank you for your continued efforts and vigilance. Our current success is attributable to each of you! Stay safe and enjoy your weekend!

--COVID Action Committee