

MEMO

August 20, 2021

From: Jay F.
To: All HF Group employees
Re: Covid safety update

What a “roller coaster” year and a half we’ve had personally, as a group and a business.

Stops, starts, health and safety concerns and actions. Layoffs and re-hires... staffing and production and transportation challenges... all difficult. All responded to with amazing support and dedication by nearly everyone in this business. Many of our customers have little idea or appreciation for how challenging this Covid period has been to a business like ours. But we know.

On behalf of my partners Jim, Damon, John, Paul, and Eric... a big thank you.
Your effort, determination and commitment are appreciated more than you know.

Covid update:

At one point this spring, we had all hoped and assumed, especially with vaccine and immunity trends, that we would NOT be talking about Covid and transmission of Covid. But here we are. We receive updates regularly from human resources and legal partners.

Our current recommendation and encouragement are as follows:

- All employees, vaccinated or un-vaccinated, should feel completely comfortable wearing a mask at work. This is not a requirement. But given the recent upswing in cases overall and due to a few incidents of positive cases at our company (actual or direct contact), masking may make sense for many of you who feel more comfortable doing so.
- We ask that everyone continue to attempt to minimize close contact and small groups gatherings, including at lunch and break tables.
- Vaccinated or Non-vaccinated...

Please pay attention to your individual health, continue to monitor yourself for fever, cough and loss of taste or smell and if you have any symptoms, get a Covid test at your earliest convenience. Report your health status to your supervisor or our HR staff locally and await instructions and direction for quarantine and return to work.

We hope this period of increased transmission passes quickly and we can get moving back toward a more relaxed work place this fall. Any further updates or requirements will be communicated as needed. Thanks for your understanding and cooperation.

Sincerely,
Jay F.