



Updated 4.10.20

Good morning,

The Haartz family and management team hopes that all employees are healthy and safe. We would like to offer a sincere thanks for those of you who have helped to develop additional measures to enhance the safety of working conditions in the office and factory over the last two weeks.

We are pleased to announce BBA LIVE, a telemedicine service that is available to all members on our healthcare plan through Blue Benefit Administrators of Massachusetts. Please visit www.haartz.com and click on company and employee information for additional details on this service.

As a follow up to our prior communication regarding compensation plans, the management team wanted to inform you that the Haartz Corporation will be compensating employees in the following manner for week ending April 10th.

- Hourly employees who are scheduled for 4-10's and 5-9's will be paid for any actual hours worked this week, supplemented by 8 hours of "emergency" sick time for each scheduled day which was not worked for the remaining days of their schedule.
- Hourly employees who are scheduled for 4-10's and 5-9's and were unable to work, will be paid 8 hours of "emergency" sick time for each of their scheduled days.
- Hourly employees who are scheduled for 5-12's will be paid for any actual hours worked this week. In cases where employees who are typically scheduled for 5 12's were not scheduled to work the full schedule; they will be paid actual hours worked for all days worked supplemented with "emergency" paid sick time for days not worked for the remainder of the 5 days. In cases where employees who are typically scheduled for 5 12's were not scheduled for any days; they will be paid 4 days of emergency of sick time and one day will be paid regular pay at 12.5 hours.
- Hourly employees who are scheduled for 5-10's and 5-11's and were unable to work, will be paid 8 hours of "emergency" sick time for five days, and eight hours of vacation time (if available).

- Hourly employees who do not typically use the time clock and salaried employees will be paid at the same rate as they continue to work remotely. Emergency sick leave will be supplemented as scheduled.

The management team will continue to communicate to you through this method to keep you informed. The office's switchboard voicemail will also be updated with broadcast messages. Please call 978-264-2600 and check in routinely for further instructions. Messages left on the general mailbox will be forwarded on a daily basis.

On Monday, April 6th, Haartz applied for a "Payroll Protection Plan" loan through the Bank of America. The status of that loan application has not yet been determined. The legislation behind this program is designed to preserve jobs and avoid layoffs. Haartz is fully supportive of this objective, and is making best efforts to achieve those goals.

Please be advised that it will be mandatory for all employees to have a regular dialogue with their supervisor. Effective immediately, at least once per week, there should be a discussion about existing work or possible work, and the employee's work status. Since the Company is making extraordinary efforts to continue funding payrolls for as many people as possible, failure of someone to stay in contact with their supervisor will be considered "job abandonment," which can have serious consequences, up to and including termination of employment.

The Haartz family joins all of you in looking forward to an end to the virus pandemic, and a return to a more normal way of life. Thank you for your support.



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