



5.1.2020

Good afternoon,

As a follow up to our prior communications, we wanted to let you know that there are positive signals with respect to our application for a Payroll Protection Loan, however, we are still working through some final steps in the approval process.

For the week ending May 9, 2020, the Haartz Corporation will be compensating employees in the following manner:

- 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 or vacation time, if available 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. If emergency sick has been exhausted, vacation time will be used.
- 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 or vacation time, if available 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 scheduled for one vacation day and will paid at the same rate as they continue to work remotely.

Thank you for your continued patience and ongoing support.

Regards,

A handwritten signature in black ink, appearing to read "Mary Tighe".

*Mary Tighe*  
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