

To: All Employees

April 2, 2020

With the news of the past two weeks, I'm sure most of you have correctly assumed that we will not return to work on Monday, April 6. Currently, 4 of our 5 operating facilities are in states that are under state-wide stay at home orders (Nebraska being the exception). More significantly, most of our customers are in states and metro areas that have stay at home directives or return to work restrictions.

We will remain mostly **closed until at least Monday May 4th** (4 more weeks). It seems amazing that we are facing this, but prudent to plan on the shutdown extending for 4 more weeks.

We do anticipate some basic operations resuming at some point in April (records & archives storage, print & bind and, potentially, some specialty edition work, conservation & digital). Anyone called in to work can expect implementation of safe work practices including social distancing.

NOTE: Our company is in the process of applying for a loan under the CARES ACT - SBA Payroll Protection Plan. We assume we will be approved for this program. **What does this mean?** In short, it means we will be able to keep all full-time employees (FTE by policy is 30 or more hours per normal work week) on payroll, with no disruption, for several weeks ahead.

As of now, your paycheck on the 16th (for the weeks of 3-30 and 4-6) will be for full 40-hour equivalent. Same for the paycheck of April 30th (for the weeks of 4-13 and 4-20) and the week of April 27th. Should we remain closed beyond May 4th, the PPP funds will allow us to continue to keep FTE's on payroll for several more weeks. What happens past May 4th is still fluid and depends on many circumstances, most of which are out of our control. However, it is in everyone's interest and the company's overall health, to return to work as soon as possible sometime in May.

Important: No full-time employees need to file for unemployment compensation. In fact, doing so and being approved for UEC will make you ineligible for remaining on the company payroll.

To be clear, our ability to pay employees during a work stoppage, doesn't mean we won't ask or expect some people to work, if the situation dictates. If we need you to work, know that our decision and request will be based on workplace safety, customer requests and company benefit.

We hope you all know, this was an unimaginable situation just 3-4 weeks ago and that we are working very hard to figure out how to bridge this period as best we can short term, and with as little negative impact to all of you. We very much value you and your commitment to HF Group. As I stated in the previous memo, the health threat will eventually subside, and the good news is most of our customers will eventually return to their work and us to ours. Hopefully soon.

Until then, please... be cautious in your daily activities. Stay home as much as possible. Follow the published guidelines for social distancing and personal hygiene. We want everyone to eventually return to work healthy.

We will continue to use our text message chains to distribute further updates.

Sincerely,

Jay Fairfield, President