

**April 13, 2020**

**To: All Employees**

Good Monday to everyone! We hope you all are staying healthy.

It seemed appropriate to send a company wide update. Among the many challenges we all face, one we deal with as a business is communication. We hope this update via text message reaches every employee. We have also added an "Employee Information" link to our web site - [www.hfgroup.com](http://www.hfgroup.com) - and have posted all of our employee messages since March 13.

This Thursday the 16<sup>th</sup>, we will be fully funding payroll for the weeks of 3-30 and 4-6.

We have submitted all required forms and documentation for assistance under the Payroll Protection Program and we've been told that our loan has been approved. As of today, we've not yet been funded from this program. We hope that occurs soon and well before the April 30 pay. Once completed, this program and the requested funds will provide us with several weeks of support for payroll and certain fixed expenses.

After some discussion and planning this past week, we decided to re-start some limited production for customers who need our assistance or requested completion of some orders. It was not an easy decision, but we felt if some production could be completed while incorporating safe distancing and sanitizing protections for staff, we could accomplish some work.

We also created a formal message regarding the "essential/non-essential" aspects of HF Group and that is also posted under News on our web site and available for all to read.

Communication about who and when work is planned will come from your local management team. Please know, we are taking seriously, the safe work environment issues and are committed to doing what we can to follow the same guidelines at work, as we are all being asked to follow at home and in our personal activities. And despite our commitment and ability to support payroll during this unusual time, we do want everyone to know that if we are in need of your assistance for work, short of illness, we expect that all staff will be available and pleased to help the company should that request come.

It is too early to forecast a "re-start" of business and return to work date. We really are not sure at this point and are taking things a week at a time. However, we know that all our customers at all five locations will not return to their normal job activities at the same time. Clearly, that means we are more likely to re-start operations in steps and at dates appropriate to each facility (and state). It also means some employees will likely return to work sooner than others.

We'll try to communicate every week or so from here on, even if new information is minimal.

Stay healthy everyone.

With appreciation,

Jay Fairfield, President