

To: Harding & Hill Associates

From: Dan Hill

Re: Executive Order 2020-2021 (COVID-19)

Many questions have arisen since the Governor's Executive Order to "suspend activities that are not necessary to sustain or protect life".

Please note:

1. Grocery stores were the first business mentioned by the Governor that ARE NECESSARY and grocery employees are therefore exempt from the "stay at home" restriction when working. Harding's will continue to do everything in our power to provide food and necessary household goods to the people of our communities.
2. YOU ARE NECESSARY AND ESSENTIAL. We cannot serve our communities without you. As I watched our store employees respond to the unprecedented demand over the last weeks, I was reminded again how proud I am to be a part of this organization. Thank you for your hard work under these trying circumstances.
3. We will maintain essential office services. Payroll, accounts payable, marketing, and other vital functions of our business will continue throughout this crisis.
4. For our hourly retail employees, beginning Sunday, March 22nd we are adding \$2/hour bonus pay on all regular hours worked at least through the current end date of the executive order (April 13th, 2020).
5. As part of the Executive Order we are required to provide you with notice that you are a Critical Infrastructure Worker and as such are permitted to travel to and from your workplace. This letter and the attached notice serves as such, and we have also included an identification letter for you to have with you when you are travelling to and from work. We have been told that police WILL NOT be stopping people but you can provide this letter if needed.

Finally, thank you to each of you for your service to Harding's and to your community. Please feel free to call me any time with questions or concerns.

Thank you,

Dan Hill
Harding & Hill Inc.
269-685-9807

NOTICE TO MICHIGAN EMPLOYEES

March 24, 2020

Dear _____,

As you are aware, Governor Whitmer issued an Executive Order 2020-21 on March 23, 2020 ordering all individuals currently living within the State of Michigan to stay at home or at their place of residence. The Order goes into effect on March 24, 2020 at 12:01 a.m. and continues until April 13, 2020.

Among other directives, the order mandates that no business or individual shall conduct operations that require workers to leave their homes or places of residence except to the extent that those workers are designated as “critical infrastructure workers” within the scope of the Order. All businesses and operations that employ critical infrastructure workers may continue in-person operations if they identify and notify workers.

You have been identified as a critical infrastructure worker because you are a worker that supports the sale of food and beverage products. This means that you can leave your place of residence to travel to and from the facility for work and for strictly necessary travel for the purpose of your critical infrastructure work. When you travel to, from and during the course of your work, we ask that you carry the attached Critical Infrastructure Worker Identification, as well as photo identification.

Notwithstanding your designation as a critical infrastructure worker, you are strictly prohibited from entering your work premises if you have any respiratory symptoms, including fever (>100 degrees F), cough, difficulty breathing, or have had contact with a person who is known or suspected to have COVID-19. To every extent possible, Harding & Hill will continue to observe the Center for Disease Control and Prevention guidelines in ensuring the safety of our workers. If you have any questions regarding this notification or your obligations, please contact your Store Manager or a member of our office staff, including Mike Vanderlind or Gary Peoples.

Sincerely,

Dan Hill
211 E. Bannister St.
Plainwell, MI 49080

CRITICAL INFRASTRUCTURE WORKER IDENTIFICATION

To our law enforcement partners:

Authorized employee's name: _____

Company Information: **Harding & Hill (dba Harding's Markets)**

**618 N. Riverview Dr. Kalamazoo 533 Allegan St. Plainwell 2626 E. Main St. Kalamazoo
14 W. Monroe St. Bangor 300 Reno Dr. Wayland 5161 W. Main St. Kalamazoo**

This employee's presence is needed to maintain continuity of operations at Harding & Hill retail grocery stores located at the above addresses. As a retail store that sells food and beverage products, Harding & Hill is a business that is an essential component of a critical infrastructure industry, as defined by the United States Department of Homeland Security. This designation requires that Harding & Hill take extraordinary steps to ensure continued operations. Specifically, this means that designated employees are permitted to travel to and from our retail location for work under Governor Whitmer's Executive Order No. 202—21 and for travel that is strictly necessary for the performance of the employees duties as critical infrastructure workers.

Therefore, it is respectfully requested that this employee be permitted to travel to and from work. Verification can be made with Harding & Hill by contacting our corporate office in Plainwell at (269) 685-4164.

Sincerely,

Daniel Hill
President
Harding & Hill Inc.
211 E. Bannister St.
Plainwell, MI 49080