

To: PF Team Members
From: Kirk Jabara
Subject: COVID 19 Coronavirus Planning – K-12 School Closings
Date: March 13, 2020

Last night we all got the news that K-12 schools will be closed. From the Traverse City Ticker e-news this morning:

All K-12 school buildings - including public, private, and boarding - have been ordered to close their doors in Michigan starting Monday (March 16) until Sunday, April 5, with classes able to resume on April 6. Governor Gretchen Whitmer announced the closures late Thursday night, calling it a "necessary step to protect our kids, our families, and our overall public health.

We anticipated school closings and event cancellations as more precautionary measures were taken to slow the spread of the COVID 19 coronavirus. I know this creates many new worries and challenges many of you with children in school. We will all need to help each other adapt. I want you to know that Preston Feather will take of its team while we work through this together.

To adapt to school closings through April 5th, we will implement the following:

- We need to identify all our employee families that will now have day-care needs that cannot be addressed and would require you to be home. Please send an email to Lori Lunger summarizing your situation, options you are considering and how we might help. Lori will help me prioritize issues and assign the right people to assist with solutions.
- We will work with each store location to determine options for bringing children to Preston Feather on a temporary basis. To do this right, we need to consider safe and clean areas for kids, consideration for employees and customers, and many other factors.
- Rachel Jabara, Lori Lunger or I will speak with all our managers and foremen today to ensure they know how to balance the needs of our staff with our customer service needs. We have many options to address the temporary demands school closure puts

on our families, including remote work options, flexible hours/schedules, bringing children to PF, providing day care options, flexibility on PTO. We may even have part time projects or job shadowing options for some students interested in careers in our industry.

- We all need to help each other with ways to help. Many colleges and universities are closed so students and students are home – potential day care helpers? Talk to each other about how families are coping; there is strength in numbers, communication and ideas.
- If there are any school lunch or meals issues, please let us know, too. I am happy to make donations organizations that may be assisting this effort. We do make donations already to area food banks.

Please communicate with us so we can help. There is plenty of negative news out there related to the COVID 19 coronavirus. Don't let the extreme precautionary measures scare you. We'll get through this together.

Kirk Jabara