

MEMO

TO: All Hobby Lobby and Mardel
Personnel

FROM: David Green, CEO

DATE: 03/10/2020

RE: COVID-19 a/k/a coronavirus

The Company is closely monitoring the latest developments regarding novel coronavirus (“SARS-CoV-2,” which causes the illness known as “COVID-19”), to ensure we are following recommendations from health authorities and to proactively implement measures to ensure a safe workplace. We want to share additional information about the Company’s efforts to safeguard the health and safety of our employees, customers, visitors, and vendors. We encourage you to stay informed with the latest information, such as guidance from the U.S. Centers for Disease Control and Prevention (“CDC”).

As safety is everyone’s top priority, we appreciate your cooperation with the temporary measures discussed below in addition to those outlined in my March 4, 2020, memo. If you have any questions, please contact Corporate Human Resources at (877) 303-4547.

WHAT YOU NEED TO KNOW ABOUT COVID-19:

Because COVID-19 is new, public health authorities are updating guidance on it regularly, which means we are learning new information and guidance to ensure an appropriate Company response and help prevent the spread of the virus. We encourage you to read the CDC’s “What you need to know” factsheet (<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>) and be familiar with the symptoms of COVID-19. As of the date of this Memo, CDC advises the primary symptoms are fever, cough, and shortness of breath. The virus is thought to spread mainly from person-to-person through respiratory droplets when a person coughs or sneezes, particularly if you are in close contact (e.g., within 6 feet) with the infected person

WHAT WE ARE ASKING ALL EMPLOYEES AND VISITORS TO DO:

Based on CDC’s guidance to businesses, all employees are asked to do the following:

- If you are experiencing symptoms consistent with COVID-19, stay home and do not come to Company facilities. **In particular, if you are experiencing fever (100.4°F, 38°C or higher), cough, shortness of breath, or other symptoms indicative of COVID-19, notify your manager or supervisor and stay home until you are free from symptoms for at least 24 hours (without fever-reducing medicines or cough suppressants) or until otherwise cleared to return to work per Company procedures.** Otherwise, follow the Company’s normal policies regarding Attendance, Sick Pay/PPTO, or other applicable leave, such as FMLA leave.
- If you are not sick but have a sick family member at home diagnosed with COVID-19 or may have been exposed to COVID-19, notify your manager or supervisor for further

instructions. In consultation with public health authorities and/or applicable health authority guidance (such as CDC's risk assessment guidance), the Company will discuss options with you.

- Employees required to stay home for a COVID-19-related reason will be provided with a leave of absence. Employees placed on a leave of absence may use any available PPTO/Sick Pay or other applicable paid leave benefits. If other forms of applicable leave are exhausted, employees may be provided with an additional leave of absence as an accommodation. Employees should contact Corporate Human Resources at (877) 303-4547 to discuss leave and benefit options and to address questions.
- If public health authorities place you in quarantine or on home restrictions, or advise you to take any other precautions, comply with all instructions. Notify your manager or supervisor so the Company may make appropriate arrangements, such as placing you on a leave of absence.
- Inform your manager, supervisor, or Corporate Human Resources of international travel destinations and update emergency contact information before traveling. Employees who have traveled recently to an area with widespread sustained (ongoing) transmission of COVID-19, which currently includes China, Iran, South Korea, and Italy, should contact your manager or supervisor before reporting to work. Employees who learn of a new outbreak in an area they traveled to within the past 30 days, or who otherwise have concerns of exposure during travel, also should contact your manager or supervisor. The Company will follow the public health authority recommendations (such as the CDC's risk assessment recommendations) in determining the best approach for the employee's return to the workplace.

COMPANY RESPONSE IN THE EVENT OF COVID-19 AT WORK:

The Company is continuously evaluating the risk of any COVID-19 exposure in the workplace in accordance with public health authority recommendations and other agency guidance (e.g., OSHA and state agencies). In the event of a suspected or confirmed COVID-19 exposure at work, the Company will promptly coordinate with public health officials to determine the appropriate response. Steps the Company may take include:

- Isolating and sending home or for medical care anyone suspected of having COVID-19 based on symptoms and/or known direct or indirect exposure.
- If an employee or visitor is confirmed to have COVID-19, the Company will consult with public health authorities and, where appropriate, inform other employees of their possible exposure. The Company must treat information about co-workers confidentially, so you may not receive specific information about another person's illness or circumstances. The Company will follow guidelines and directives issued by public health authorities.

If additional or different information becomes available, we will do our best to share it with you promptly. Thank you for your service to the Company.