

**DESIGNATION OF EMPLOYEES NECESSARY TO CONDUCT MINIMUM BASIC OPERATIONS**

Executive Order 2020-21, issued by Michigan Governor Gretchen Whitmer on March 23, 2020 ("EO 21") authorizes a business to designate those workers necessary to conduct "minimum business operations." Section 4(b) of EO 21 describes those workers as those "whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of others to work remotely."

ALLEN EDWIN HOME BUILDERS, LLC has designated the following employees as those whose in-person presence is necessary to conduct "minimum business operations":

**Required to ensure security, process transactions and/or facility the ability of others to work remotely:**

VALERIE MEDEMA

ERIC GUERIN

TRENT HAYWARD

JIM BURNS

SCOTT SANDERSON

TOM LARABEL

MIKE MCGIVNEY

PENNY SALERNO

LATRICE HENDRICKS

AMBER VERNON

ANN MILBECK

DAWN MCCALLUM

BRENDA ORTEGA

Consistent with the Directive in Section 5(c)(1) of EO 21 (quoted below), it is anticipated that while it is desirable to have an employee present in the office during normal business hours, the vast majority of work performed by the employees designated herein will continue to be done remotely. In addition, every effort will be made to ensure that the number of employees in the office at any one time is strictly limited.

**Required to maintain the value of inventory and equipment:**

CRAIG RUSSELL

TOM NEWTON

TIM SCHEERHORN

RAY NOUHAN

### **SAFETY AND HYGIENE REQUIREMENTS**

Section 3 of EO 21 requires that “all individuals who leave their home or place of residence must adhere to social distancing measures recommended by the Centers for Disease Control and Prevention, including remaining at least six feet from people from outside the individual’s household to the extent feasible under the circumstances.”

Section 5(c) of EO 21 imposes the following obligations:

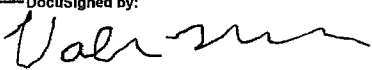
- c. Businesses and operations maintaining in-person activities must adopt social distancing practices and other mitigation measures to protect workers and patrons. Those practices and measures include, but are not limited to:
  - 1. Restricting the number of workers present on premises to no more than is strictly necessary to perform the business’s or operation’s critical infrastructure functions.
  - 2. Promoting remote work to the fullest extent possible.
  - 3. Keeping workers and patrons who are on premises at least six feet from one another to the maximum extent possible, including for customers who are standing in line.
  - 4. Increasing standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
  - 5. Adopting policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person who is known or suspected to have COVID-19.
  - 6. Any other social distancing practices and mitigation measures recommended by the Centers for Disease Control.

We anticipate that there will be an extremely limited number of team members in an AEH office at any given time. Those in the office should make every effort to avoid using shared space or equipment. For example, if you use a printer, wash your hands thoroughly before and after using the printer.

ALLEN EDWIN HOME BUILDERS, LLC has taken the position that a worker will be designated as necessary to conduct “minimum basic operations” only with that worker’s written consent and agreement to comply with the safety and hygiene requirements identified above, as well as additional requirements which may be imposed. Agreeing to be designated as a worker necessary to conduct “minimum basic operations” is not a condition of continued employment.

By signing below I acknowledge and agree that:

- 1. I am willing to be designated as a worker who is necessary to conduct “minimum basic operations.”
- 2. I will not report to work and will immediately notify Valerie Medema ([vmedema@allenedwin.com](mailto:vmedema@allenedwin.com)) and Eric Guerin ([eguerin@allenedwin.com](mailto:eguerin@allenedwin.com)) by e-mail if I do not feel well, or suspect that I may have been exposed to the COVID-19 virus, without regard to whether I have symptoms. I will not report to work unless I have been cleared to do so by Ms. Medema or Mr. Guerin.
- 3. I will comply with all social distancing and other mitigation measures to protect workers and patrons.

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VALERIE MEDEMA

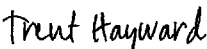
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ERIC GUERIN

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TRENT HAYWARD

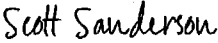
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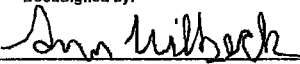
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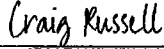
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CRAIG RUSSELL

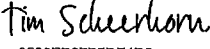
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