

**DESIGNATION OF ELIZABETH GENTRY AS EMPLOYEE NECESSARY  
TO CONDUCT MINIMUM BASIC OPERATIONS**

Executive Order 2020-70, issued by Michigan Governor Gretchen Whitmer, on May 1, 2020 ("EO 70") authorizes a business to designate those workers necessary to conduct "minimum business operations." Section 4(b) of EO 70 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 employee as an individual whose in-person presence is necessary to conduct "minimum business operations":

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

ELIZABETH GENTRY

Consistent with the Directive in Section 11 of EO 70 (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 employee 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.

**SAFETY AND HYGIENE REQUIREMENTS**

Section 11 of EO 70 requires that businesses that continue in-person work must adhere to sound social distancing practices and measures, including developing a COVID-19 preparedness and response plan. The Company has adopted such a Plan which addresses and satisfies each requirement of Section 11 of EO 70, including the following:

- a. Restrict the number of workers present on premises to no more than is strictly necessary to perform the in-person work permitted under this order.
- b. Promote remote work to the fullest extent possible.
- c. Keep workers and patrons who are on premises at least six feet from one another to the maximum extent possible.
- d. Increase 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.
- e. Adopt policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.
- f. Adopt any other social distancing practices and mitigation measures recommended by the CDC.

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 AEH’s Preparedness and Response Plan, including the social distancing and other mitigation measures to protect workers and patrons.

Elizabeth Gentry

Elizabeth Gentry (May 18, 2020)

ELIZABETH GENTRY

Dated: May 18, 2020






# Designation of Elizabeth Gentry as Employee Necessary to Conduct Minimum Basic Operations

Final Audit Report

2020-05-18

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