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## **MEMO – Hazard Duty Pay for Field Installers & Helpers**

Managers, Installers & Helpers:

I have been carefully considering how the current COVID-19 pandemic is affecting our team, and within our operation, specific groups of employees. While the office team has the ability to flex our physical presence and work remotely, this is not an option for our production and field installation teams. I believe that the safety measures that we have put in place for all of our team members represent a solid plan to continue our essential work in a manner that is as safe as possible.

That being said, I also realize that our field installers and their helpers will inadvertently be exposed to different environments and situations than the rest of us. Even though we are only scheduling and coordinating field work with extremely low occupancy buildings, it is not possible to control or forecast the nature of each jobsite that they must navigate.

With that additional variable in mind, I have proposed and immediately enacted a temporary Hazard Duty pay rate for the below-mentioned employees, at a 10% premium to their standard hourly pay:

- Team 1 –
- Team 2 –
- Team 3 –
- Team 4 –

This temporary pay rate is in no way an incentive for these team members to remain at work (or return to work) if they are uncomfortable with any work condition; rather, it is intended to recognize and respect the current circumstances that these team members must face. It will remain in place until repealed by me, and is not affected by whether the employee actually works in the field or the shop on any given day.

We appreciate our field personnel and everything that they do to contribute to the ongoing operation of the company. As always, I welcome your feedback and comments on ways to improve our safety and success.

Respectfully,



**Nathan Hall**  
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