

MEMO

TO: All Hobby Lobby and Mardel
Personnel

FROM: David Green, CEO

RE: Coronavirus

DATE: 3/4/2020

We want to assure you that we continue to monitor the Coronavirus situation, and that our focus remains on the health and welfare of our employees, customers, and vendors.

We have set up a task force that is closely monitoring information coming from the Centers for Disease Control and Prevention (CDC) as well as other health organizations. We will address the needs of each store or other business unit and adjust business operations and travel as needed. Your safety is our priority.

To ensure your safety, we have placed a moratorium on **all international air travel**, as well as all **non-essential domestic commercial air travel**, until further notice. We are also working with Corporate Department Heads to restrict visits from overseas vendors. If you have any questions regarding this policy, please seek advice from your Supervisor or the Legal Department.

There are a lot of misconceptions about the coronavirus. The coronavirus, also known as COVID-19, is one of many types of viruses, and they are fairly common.

The symptoms of the coronavirus are similar to the flu with fever, coughing, and shortness of breath. The virus is primarily spread through close person-to-person contact. While it may be possible for someone to touch a surface or object with the virus on it and then touch their nose, mouth, or eyes and become infected, this is not the primary way the virus spreads, according to the CDC and other health experts.

According to the World Health Organization, the coronavirus can persist on surfaces for a few hours or up to several days, depending upon conditions. Our products from China are not delivered to our warehouse until at least approximately 30 days from the time the products leave Chinese ports. After that, our products are then sent to our stores.

According to the CDC, measures for preventing the spread of the coronavirus are similar to those used to prevent the spread of the flu or other viruses. You should:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based sanitizer that contains at least 60% alcohol;
- Avoid close contact with people who are sick;
- Stay home when you are sick, except to receive medical care;

- Cover your coughs and sneezes with a tissue; and
- Clean and disinfect frequently touched objects and surfaces daily using a regular cleaning spray or disposable wipe.

According to the CDC, the use of facemasks is not effective to prevent the wearer from becoming infected with the coronavirus. The best use of facemasks, as identified by the CDC, is by individuals who are ill to prevent spreading the illness to others.

Please make hand sanitizer available to employees and customers.

We will continue to share information as it becomes available and do our best to keep you informed about what we are doing as a company and how to best prevent the spread of the virus.

Thank you all for everything you do.

Sincerely,
David Green, Chief Executive Officer