

BIAGGI'S

RISTORANTE ITALIANO

Dear Valued Employee:

As I am sure all of you know by now, the state in which you work has shut down restaurant operations in large measure. This is a very difficult time for the country, the restaurant industry, and our employees and their families. Our senior leadership has been in constant communication as we try to navigate the intricacies of the impact of the government mandated closures. While curbside, carry out, and delivery operations will proceed, in-house service operations, which constitute the largest percentage of our business, must cease until further notice from the government. Accordingly, we are going to have to furlough all but a few of our hourly employees. Management staff and certain select hourly workers (primarily kitchen staff required to service ongoing curbside, carry out, and delivery operations) will continue to report to work during the governmentally mandated employment hiatus.

Effective March 17, 2020 normal business operations are suspended, and hourly employees are NOT to report to work unless specifically advised by their managers that their services are required during the furlough period. Schedules for those not furloughed will likely change as well, but those schedule changes will be addressed on a case by case basis, based on the business needs of the individual restaurants.

Once governmental restrictions are lifted, we anticipate returning everyone to work as soon as feasibly possible and that these furloughs will be temporary. **If you are an hourly employee, you are part of this furlough unless specifically contacted by your manager and notified otherwise. You will be furloughed effective March 17, 2020 and there are no bumping rights.** If you have any doubt about whether this applies to you, please contact your manager.

If you are subject to the furlough, you will be eligible to apply for unemployment benefits, subject to state law requirements in your location. The Company will not contest any application for unemployment compensation related to the furlough. To the extent you have accrued paid time off ("PTO"), you will receive any accrued PTO on your next regularly scheduled paycheck. You will not accrue PTO during the furlough but will resume accruing PTO upon your return from furlough.

If you are a participant in our corporate benefits program (e.g., health insurance), your benefits will continue for the time being. You will be contacted directly by Human Resources with further details in this regard.

We know these are very confusing and anxious times for everyone throughout our organization. As you can imagine, this is a very fluid situation and we simply don't have all the answers at this time. We are hopeful that this furlough will be of short duration and that we will be bringing you all back to work in relatively short order. In the meantime, we encourage you all to continue to follow all recommended safe practices, including frequent hand washing and social distancing/self-quarantine. Also, please continue to monitor Hot Schedules and other company communications as we will make every effort to keep you advised of the current status of operations and possible return to normal operations.

The most important thing is for you all to remain safe and healthy. We value your commitment to us and reiterate ours to you. If you have any questions, please contact David Morris at 309.445.6638.