



January 19, 2021

Dear Employees:

We need your help – COVID-19 infection and hospitalization rates are at record-setting levels. We cannot let our guard down, especially now. No matter how tired we are of following protocols like wearing face coverings and social distancing, **it's the right thing to do**. Our path to working in a **safe and healthy workplace depends on all of us**. We must remember that what happens at work has the **potential to affect our loved ones at home**. With that in mind, **employees, vendors, clients** and any **visitors** are reminded of the following policies for all of our locations. These protocols are **mandatory and required of all of us**:

- **Stay home when you are sick;** in these situations, please stay home and contact Human Resources immediately if:
 - You have **COVID-19 symptoms**
 - You have **tested positive for COVID-19**
 - You have been **exposed** to someone who has **COVID-19**
 - A member of your **immediate household** has **tested positive for COVID-19**
- **Check for any symptoms every day before coming to work.** Symptoms of COVID-19 may include:
 - Fever at or above 100.4°F
 - Cough
 - Loss of taste or smell
 - Difficulty breathing
 - Sore throat
 - Headache
- **Wear a face covering** in all common work areas **at all times – even if someone tells you they are ok if you don't wear a mask in their presence**
 - This includes cubicles, shared offices, breakrooms and lobby areas
 - When alone in a private office, wearing a face covering is not required
- **Maintain a social distance of at least 6 feet from others**
 - Use technology (e.g., remote screen sharing, Zoom videoconference, email, conference calls, etc.) to **avoid gathering in close proximity**
 - Ensure **training** and **work interactions** do not involve sitting or standing at desks
- **Keep it clean**
 - Keep hands clean by regularly washing hands with warm soapy water for at least 20 seconds
 - Use disinfectant to wipe down desks, keyboards and other high-touch surfaces at the beginning and end of each workday
- **Stay informed** about travel restrictions and applicable quarantine requirements **before you travel**. Keep current on health information, stay-at-home orders or other regulations affecting your state and local area. Some resources include:
 - www.cdc.gov/coronavirus/2019-ncov/index.html
 - www.covid19.ca.gov
 - www.coronavirus.jhu.edu

Your Human Resources team is here to help you with programs and benefits you may be eligible for if you have been affected by COVID-19. We are all in this together and we thank you for your support.

Be Well,

Bernice Gonzalez, SPHR
Managing Director, Human Resources