



January 7, 2021

Dear Employees:

In light of the recent increase in COVID-19 positivity and hospitalization rates in the U.S., we are asking everyone to **recommit** to ensuring a **safe and healthy workplace**. With that in mind, **employees, vendors, clients** and any **visitors** are reminded of the following policies for all of our locations:

- **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.°F
  - Cough
  - Loss of taste or smell
  - Difficulty breathing
  - Sore throat
  - Headache
- **Wear a face covering** in all common work areas **at all times**
  - 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](http://www.cdc.gov/coronavirus/2019-ncov/index.html)
  - [www.covid19ca.gov](http://www.covid19ca.gov)
  - [www.coronavirus.jhu.edu](http://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