



Symptoms Protocol

As the number of COVID-19 cases continues to increase around the globe, I wanted to take a minute to stress to all of you just how seriously we are taking this matter. We have gone to great lengths to ensure your safety, and we will continue to implement precautions to keep our employees healthy. In an effort to keep everyone informed, I wanted to share the steps that we are taking when we learn about an employee who is experiencing symptoms of COVID-19.

When an employee calls in with symptoms associated with COVID-19, we are asking that employee to stay home and seek medical guidance. Additionally, we are quickly identifying other employees who may have had direct contact with the employee with symptoms and asking them to stay home as well. Direct contact is defined as being within 6 feet for 30 minutes or longer of an individual while that employee had the symptoms. These people will remain home, away from their co-workers until the individual with symptoms is cleared by his/her physician to return to work.

Each of us needs to do our part to keep each other safe and healthy. If you are experiencing flu-like symptoms, including fever, cough, or shortness of breath, we need you to stay home, notify your supervisor or HR, and seek medical guidance. If you are being tested for COVID-19, please let your supervisor or HR know immediately. While you are at work, we ask that you continue to follow the precautions we have been discussing, such as practicing social distancing, frequently washing your hands and covering your cough.

Thanks again to all of you for all your added efforts to keep those around you healthy and for all your hard work and dedication as we rally together to help fight this vicious virus.

Be well,

Mark Petrarca

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2020.04.03