

COVID-19 Update – May 19, 2021

Effective May 19, 2021

This update applies to all employees at all locations in New York, Connecticut, and Ohio. **It does not apply in New Jersey.** If you are an employee working in New Jersey, or are an employee visiting one of our businesses in New Jersey, you must continue to, among other things, comply with the prior memoranda regarding COVID-19.

This update otherwise supersedes all prior memoranda regarding COVID-19 to the extent necessary and appropriate.

Fully vaccinated (as that term is defined by the CDC) employees of all companies:

1. Are no longer required to wear a mask at any company location.
2. Are no longer required to social distance at any company location.
3. Are no longer required to quarantine if exposed to someone with COVID-19.
4. Are no longer required to get tested if exposed to someone with COVID-19.
5. Are *always required* to follow state law regarding masks when working for the company and not at a company location (i.e., a train, hospital, a bus, etc.) If there is a mask requirement when working at a remote location, every employee must follow that requirement.

IMPORTANT:

If you do not want to wear a mask indoors and do not want to be required to maintain social distancing, you must provide Diana or Brandon with proof of vaccination. There is no requirement to provide proof of vaccination to Diana or Brandon; however, if you do not do so, you will be presumed to be unvaccinated. Any employee that violates this policy will be disciplined appropriately.

All other employees:

1. Must wear a mask pursuant to the Companies prior guidance.
2. Must keep six feet social distance at all times.

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

BUT...

ALL EMPLOYEES – REGARDLESS OF VACCINATION STATUS -

1. Must continue to monitor for symptoms of COVID-19.
2. *If any employee has any symptoms of COVID-19 – vaccinated or otherwise – that employee **must not come to work and must get tested.***

Monitor Your Symptoms. Common symptoms of COVID-19 are:

Fever or chills
Cough
New loss of taste or smell
Shortness of breath or difficulty breathing
Fatigue
Muscle or body aches
Headache
Sore throat
Congestion or runny nose
Nausea or vomiting
Diarrhea

Emergency Warning Signs Include:

Trouble breathing
Pain or pressure in the chest that doesn't go away
Experience confusion or trouble waking up
Bluish lips or face

Call for medical attention immediately.

This list is not a complete list. Please consult your medical provider for any other symptoms that are severe or concerning.

If you have COVID-19 symptoms – **do not come to work** – and please review section C. below. You are capable of spreading COVID-19 two days before your first symptom started.

A. COVID-19 Testing

For all employees:

If you have COVID-19 symptoms, you must get tested – the Companies are only accepting a PCR test – the Companies are **not** accepting a rapid test. If your test comes back **positive** for COVID-19, contact your health care provider and stay home in isolation. Stay away from others. Notify your close contacts that you have COVID-19. You can only come back to work once you are symptom and fever-free without taking medication to reduce fever, but no sooner than 10 days from your first symptoms or 10 days from your positive test if you are asymptomatic.

For employees who are unvaccinated:

If you have COVID-19 symptoms and your test is **negative** AND your health care provider no longer suspects COVID-19 BUT you have been in close contact with someone who has COVID-19, you need to stay in quarantine for 10 days and monitor symptoms for 14 days. Stay home and stay away from others.

If you have no COVID-19 symptoms BUT you had close contact with a person diagnosed with COVID-19, you must quarantine for 10 days and monitor symptoms for 14 days. Stay home and stay away from others.

For employees who are fully vaccinated:

If you have COVID-19 symptoms and your test is **negative** you need to stay out of public or private settings while you have those symptoms.

B. Close Contact (applies only to employees who are not vaccinated)

Close contact is defined by CDC as someone who was **within 2 meters (6 feet) of an infected person for at least 15 minutes within a 24-hour period** starting from 2 days before illness onset (or, for asymptomatic cases 2 days prior to positive specimen collection) until the time the patient is isolated. The World Health Organization (WHO) additionally includes persons with direct physical contact with a probable or confirmed case, direct care for a patient with probable or confirmed COVID-19 disease without using proper personal protective equipment, and other situations as indicated by local risk assessments.

C. The Three Questions

By leaving your house and coming to work every day, by walking into work every day, by punching the time clock online every day, and by remaining at your desk every day, you are certifying the following:

1. (for unvaccinated employees only) I have not knowingly been in close contact in the past 14 days with anyone who has tested positive for COVID-19 or who has had symptoms of COVID-19.
2. (applies to everyone) I have not tested positive for COVID-19 in the past 10 days.
3. (applies to everyone) I do not currently have, and I have not experienced any symptoms of COVID-19 in the past 10 days.

If the answer is “yes” to any of these questions, contact Diana or Brandon to determine whether you can come to work or remain at work.

COVID pay is available depending on the circumstance. Please contact Diana or Brandon for further information.

D. Travel

Employees are referred to each state’s website for the rules on travelling intrastate. Importantly, the employee must review the rules for the state of domicile as well as the state being visited to ensure that the employee is in compliance. Below are links for states where the Companies have physical locations:

New York:

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>

New Jersey:

<https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/are-there-travel-restrictions-to-or-from-new-jersey>

Connecticut:

<https://portal.ct.gov/coronavirus/travel>

Ohio:

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/COVID-19-Travel-Advisory/>

The guidance changes very frequently. To ensure that all employees are in compliance with the rules, regulations, and guidance regarding COVID-19, please contact Diana or Brandon with all COVID-19 issues.