

NEW VERY RESTRICTIVE MASKING POLICY ISSUED BY THE GOVERNOR OF THE STATE OF NEW YORK

THIS WILL BE FOLLOWED IN ALL NEW YORK LOCATIONS STARTING MONDAY MORNING, DECEMBER 13, 2021 UNTIL FURTHER NOTICE

OVERVIEW:

This new requirement supersedes and replaces all other guidance and applies to **ALL EMPLOYEES AND VISITORS** at any of our locations in New York State.

This new policy is MUCH MORE RESTRICTIVE than any prior guidance. Please read this entire memo.

****We are required to put this requirement in place in all New York locations because there are people in our offices in NY that are not vaccinated. ****

The Governor gave all business owners a choice – either require full vaccination for everyone in and who enters a place of business or require everyone to wear a mask at all times (with very, very limited exceptions).

If everyone was vaccinated, we would not need to wear masks.

REQUIREMENTS:

All Employees and Visitors - TO BE VERY CLEAR – this includes any vendors, guests, people showing up for meetings, any person walking into any warehouse because of a delivery, and people coming in at the counter. Literally, **any** person that enters any physical location of any of our NY locations **must** wear a mask as required by the State. Period.

The exceptions to the masking rule are as follows, and are MUCH MORE LIMITED than we used to have – again, this is from the Governor:

1. If you are actively eating – you *cannot* have a mask off the entire time you are eating. You must have the mask on unless you are *actively* eating food.
2. If you are actively drinking – same here. You can only have the mask off if you are *actively* drinking.
3. If you are alone in an enclosed room. That does not mean an office with an open door. It is an office with a closed door.

There are no other exceptions. In case that is not clear:

Yes – you need to wear a mask at all times if you do not work in a closed office.

Yes – you need to wear a mask in the warehouses even if you are not near anyone else.

No – it does not matter if you are vaccinated.

Please continue to observe six-foot social distancing as has been the policy.

This will be enforced. Employees who do not follow the policy will be disciplined.