

Date: May 11, 2023

To: All Employees

From: Diana Gerhardt

RE: Covid-19 Testing Policy

If you are experiencing cold or flu symptoms, you should test prior to coming to work. Knowing when to test is crucial to ensure you are receiving accurate results. Please refer to the CDC Covid-19 Protocol as of January 10, 2022, located on our ADP portal under Company News and Announcements.

If you are a New York employee, you may be eligible for Covid pay. To receive Covid pay, you must produce a positive result, either administered at a facility or an at home test. If you test positive while using an at home test, we ask that you take a picture after writing your name and the date on a piece of paper and placing the test stick on top. If you have symptoms but test negative on a rapid test, you should contact me (all locations other than upstate New York) or Kris (upstate New York locations) to determine whether you should come to work. In all cases, Kris or I must be notified immediately by either the individual or their direct supervisor of symptoms or exposure.

Since the Government has ended the public health emergency on 5/11/23, you may have to pick up some or all the costs for testing depending on insurance coverage and whether the tests are done at home or in a doctor's office. Please check with your insurance carrier for details.

If you have any questions or concerns, please feel free to contact Kris or me.

Stay safe,

Diana