

Date: January 19, 2022

To: All Employees

From: Diana Gerhardt

RE: Covid-19 Testing Policy

In the past we required everyone who was exposed to Covid-19 or had Covid-19 symptoms to get a PCR test. Although the PCR tests are the most accurate form of testing, we have found with the recent uptick in cases and exposure that it is becoming more and more difficult for our employees to obtain a PCR test in a timely manner.

Due to the above, in most cases, we will accept a rapid test whether 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 AAI) or Brandon (AAI locations) to determine whether you can come to work. You need to test yourself daily with a rapid test while you have symptoms. Please note that all employee situations related to Covid-19 are unique, therefore there may be instances where we require an employee to obtain a PCR test. In all cases, Brandon or I must be notified immediately by either the individual or their direct supervisor of symptoms or exposure.

Knowing when to test is crucial in order 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.

To help ensure Americans have test kits on hand if a need arises, our government is making available four free tests per household. You can order the test kits online at [COVIDTests.gov](https://www.COVIDTests.gov). This option is in addition to the many free testing sites already available to you.

Our government also announced that starting January 15, 2022, private health insurance companies will be required to cover at-home Covid-19 tests for free during this emergency period. I have attached a flyer from Cigna, our company insurance carrier. If you are not on Cigna's plan you should reach out to whatever carrier you are with for instructions on reimbursement.

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

Stay safe,

Diana