



To: All Warehouse and Delivery Personnel

From: Patty Dopkin, HR Manager

Date: March 17, 2020

Re: What to do if you are feeling sick

In these uncertain times, we all need to be sure to take care of ourselves, each other and our families. We will handle all situations confidentially, with compassion and with care for all of us. To that end, please ensure that you are following the below policies/procedures if you are not feeling well or have been diagnosed with COVID-19:

1. If you are sick with anything, stay home! You have your personal and vacation time immediately available to assist with missed time. Additional information on pay will sent out in a future email if proposed legislation is finalized.
2. Contact a healthcare provider for evaluation. Contact your insurance provider to see what they have available for Telehealth programs ahead of time so that you are prepared. Many Telehealth programs are treated as a primary care visit with the associated co-pay but allow you to avoid going into a physician's office, urgent care or emergency room.
3. If at all possible, stay away from urgent care, hospitals and doctors offices if not an emergency. This will assist in minimizing the migration of the virus.
4. You must be fever-free for 24 hours prior to returning to work.
5. If you are absent for 3 or more days, you must provide a doctor's note.
6. If you or a household member are confirmed to have COVID-19, and have been at work at any point for the 14 days prior to diagnosis, confidentially contact Human Resources (Patty Dopkin or Tess Pino) and remain home.

We take this situation very seriously and ask that you do also. You may have co-workers with underlying conditions that make the risk of having the virus more serious or who have loved ones at home that are at a higher risk. If there is a case of COVID-19 in the facility, any employee that may have been in contact with the individual will be contacted. This will be done confidentially.

Please contact me with any questions at all, and be well.