To: All employees

From: Patty Dopkin, HR Manager

Date: June 18, 2020

Re: Travel Restrictions

As some states and travel are opening up, we want to clarify how Kramer Beverage is handling vacation travel for our employees.

1. You are required to disclose vacation travel plans to your supervisor/manager for review.
2. Please be sure to check your destination area for any restrictions on travel and their success-rate in managing the pandemic.
3. If traveling out of the country, we will follow the CDC guideline of enforcing a 14-day quarantine upon your return. This quarantine may not be subject to FFCRA funding and may require the use of PTO.
4. Requirements for in-country, but out-of-state travel will be reviewed on a case-by-case basis while still under the pandemic circumstances. Kramer Beverage reserves the right to require quarantine after out of state travel if deemed appropriate by CDC/government or other guidelines.

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