

November 2, 2020

Dear Team Members,

We were recently notified that a member of one of our employees' household tested positive for COVID-19. The employee was last present in our building on Thursday, October 29, 2020. Please note that in accordance with applicable privacy laws, we are not able to share the name of the affected employee.

As part of our commitment to the health and safety of our employees, and out of an abundance of caution, we immediately began taking steps to minimize the impact of this in our workplace. This includes:

- Placing the affected employee on a leave of absence while the employee follows the quarantine recommendations of the CDC and their doctor.
- Reaching out directly to those employees contacts whom we are aware were in "close contact" with the affected employee which is defined by the CDC as "being within approximately 6 feet of a COVID-19 case for a prolonged period of time" and would have been potentially exposed to the virus.
- Continuing our regular routine cleanings, as well as deep cleanings and disinfections of our facilities, as recommended by the CDC, OSHA and/or Department of Public Health.
- Providing employees with appropriate personal protective equipment, such as gloves, masks, etc.

We continue to encourage all employees to follow recommended hygiene and social distancing practices to minimize the risk of infection. Specifically, all employees should take the following steps/precautions:

- Wear a mask that covers your nose and mouth and avoid prolonged in-person contact with one another or patrons.
- When you do see others, maintain appropriate social distancing of at least six feet.
- Avoid touching your face, especially your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when coughing or sneezing, then throw the tissue in the trash and wash your hands.
- Regularly and thoroughly wash your hands with soap and water for at least 20 seconds.
- Regularly clean and disinfect your work area.
- Carefully monitor your health, including for symptoms of COVID-19 (i.e., fever, cough, chills, respiratory issues, loss of taste or smell)
- If you are sick or not feeling well, including experiencing any symptoms of COVID-19, stay home.

If you or someone in your household has been directly exposed to or experiences symptoms of COVID-19, please contact Wendy Kmet as soon as possible. If you have any questions or concerns, please don't

hesitate to reach out to me, your manager, or Wendy. For your convenience, this link: <https://www.dph.illinois.gov/testing> provides a list of free State of Illinois Community-Based Testing Sites as well as other testing site locations in Illinois.

Sincerely,

Christine Lazaris