



4/2/2020

Dear Employee:

As TEAM continues to closely monitor the novel coronavirus (COVID-19) pandemic and its spread and impact across the nation, we wanted to provide some additional information and share some helpful resources with you. Please know that your health and safety, along with that of the individuals to whom you provide services, is TEAM's top priority.

While your onsite manager should provide you with day-to-day guidance specific to your role, we wanted to provide some general guidance for all TEAM employees:

What to do if you experience symptoms of coronavirus (fever, cough, shortness of breath), test positive for COVID-19, or suspect that you have been exposed to coronavirus:

- **Communicate**
 - **If you are experiencing symptoms or suspect that you have been exposed to coronavirus, it is imperative that you inform your onsite manager and TEAM before reporting for your shift.** Make a plan with your onsite manager regarding whether or not you should continue to work.
- **Clean your hands often**
 - Wash your hands often with soap and warm/hot water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
- **Cover coughs and sneezes**
 - Cover your mouth and nose with a tissue when you cough or sneeze, throw used tissues in the trash, and immediately wash your hands with soap and water for at least 20 seconds.
- **Wear appropriate personal protective equipment, such as a facemask and gloves**
 - If you are sick, you should wear a facemask when you are around other people.
- **Clean and disinfect**
 - Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **Social/physical distancing**
 - Ensure you are physically distancing yourself a minimum of 6 feet from others at all possible times.



Steps you can take to protect yourself:

- **Clean your hands often**
 - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
- **Avoid close contact**
 - Avoid close contact with people who are sick.
 - Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.
 - Wear a facemask if interacting with or caring for someone who is showing symptoms.

Required action: Please click this link to complete a [short COVID-19 safety quiz](#) on these protocols and to attest that you have read this communication. All survey participants who complete the survey by April 30, 2020, will be entered in a raffle to win a \$100 Amazon Gift Card.

For additional information about COVID-19, please read the latest report from the Centers for Disease Control at www.cdc.gov, or your local health department website. For your convenience, TEAM has also compiled helpful resources and a copy of all employee communications regarding COVID-19 on our web site, www.teamemployees.com.

If you have specific questions or want to chat further about how to stay safe at work during the COVID-19 pandemic, please contact TEAM right away by calling 619.281.1100 or emailing hr@teamemployer.com. We can help answer questions about policies particular to your work site, and help with any other employment-related questions you have. Any urgent requests you have after-hours or on weekends can be directed to urgentvm@teamemployer.com.

On behalf of everyone at TEAM, thank you for your hard work and dedication to helping those you serve remain safe, healthy, and independent in the comfort of their own homes.

Best Regards,

Cheryl Severson