



April 13, 2020

Dear Employee:

Since our most recent communication two weeks ago, we've received great questions and responses from many of you. However, as anticipated, the COVID-19 pandemic has continued to spread across the nation. As your health and safety, along with that of the individuals to whom you provide services, remains TEAM's top priority, we want to continue to provide you with best practices to protect yourself from illness while performing your job duties.

Self-screening your worksite:

As a reminder, 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 as soon as possible, but no later than before reporting for your shift. If this occurs outside of TEAM's business hours, please contact us through our Urgent Voicemail Box at (619) 281-1100 Option 5 or by emailing urgentvm@teamemployer.com.

At the beginning of each shift, we advise you to monitor others in the household for symptoms of coronavirus. If anyone at the worksite or anyone you are working with displays symptoms, **you must call TEAM immediately**. We will work with you and your onsite manager to ensure the care recipient continues to receive care in the safest manner possible.

Recommended usage of facemasks or cloth facial coverings:

The Center for Disease Control and Prevention (CDC) now recommends the usage of non-medical facemasks or cloth facial coverings (e.g., bandanas, scarves) when leaving your home and during interactions with others. Some municipalities are mandating this of their residents and we anticipate other areas of the country will follow suit. While this may not be a requirement during your shift in a private residence, it is strongly encouraged. For instructions on making a facemask and proper usage, please visit [the CDC's website](#).

Required Action COVID-19 Employee Safety Quiz:

If you have not already done so, please complete the mandatory [short COVID-19 safety quiz](#). A refresher on these protocols can be found on our employee website, www.teamemployees.com. **All survey participants who complete the survey by April 30, 2020, will be entered in a raffle to win one of five \$100 Amazon Gift Cards.**

Updates to your hours or work status:

Please notify TEAM at hr@teamemployer.com if you are no longer providing services or if your hours have been reduced so we can ensure that we update our records accordingly and assist you with any questions you may have about your individual circumstance.

Additional Information:



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. As a reminder, we can always be reached by calling 619.281.1100 or emailing hr@teamemployer.com.

On behalf of everyone at TEAM, thank you again 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

Cheryl Severson, PHR, SHRM-CP | TEAM Risk Management Strategies, LLC
Director of Client Services and HR

Direct: (619) 419-2285 | E-mail: cseverson@teamemployer.com

Address: 3131 Camino Del Rio N., Suite 650, San Diego, CA 92108

www.teamemployer.com