



Dear Clients and Concerned Parties:

We hope this email finds you and your loved ones safe and healthy.

With a resurgence of COVID-19 cases, hospitalizations, and deaths across the United States, we would like to provide additional guidance regarding COVID-19, continue reinforcing best practices for safety and prevention measures, and share some important information on testing and return-to-work guidelines. Also, as cooler weather moves in and the holidays approach, it is important to take steps to slow the spread of COVID-19. Our focus is, as always, on the health and safety of all of our partners, clients, and employees.

COVID-19 cases are at an all-time high. It is important to follow guidelines from the Centers for Disease Control and Prevention (CDC) and other state or local public health ordinances, including limitations of gatherings and travel to ensure a safe work environment for employees. Continuing to enforce worksite policies to promote safety, such as maintaining social distance of at least six feet apart from others, requiring all to wear masks or facial coverings, and frequent hand washing, is key. The more steps you take, the more you are protected against COVID-19.

If an employee has COVID-19 symptoms:

If an employee exhibits any symptoms of an illness at all, please reinforce that they are required to contact you before their shift. It is recommended that they not work and that they contact their doctor for further guidance and direction. We know that not every sickness is a sign of COVID-19, however, the common cold and flu have similar symptoms and we urge everyone to be as cautious as possible given the circumstances.

The CDC currently lists the symptoms of COVID-19 to be: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Symptoms may appear 2-14 days after exposure, but usually appear within the first 5 days. This list does not include all possible symptoms.

If an employee tests positive for COVID-19 or suspects they were exposed to COVID-19:

If an employee tests positive for COVID-19, please contact TEAM right away so we can discuss further. If an employee lives with or was in close contact with someone who may have COVID-19, or otherwise suspects they were exposed to COVID-19, it is required that they contact you immediately as it may require them to stop working and



proactively self-quarantine for a period of time. **Please alert TEAM right away if this happens so that we can help you coordinate necessary communications with the employee and any others who may have been potentially exposed at the worksite, and to discuss your preferences for ensuring the employee is safely returned to work.**

If you need to make changes to your account or employees:

If there are any employment changes needed, such as an extended leave or layoff, please contact us ASAP before taking any employment action, as there are many steps we will review with you to make sure that all of the appropriate boxes are checked. Depending on your location, there may be other local laws or ordinances that are important to keep in mind during this process. We are here to help navigate these dynamics with you.

Alternatively, if you have employees currently not working due to a temporary account layoff, we would appreciate any updates you can provide about their estimated return to work date. We want to make sure that their return is as seamless as possible and also ensure our records are up-to-date for any employees whose layoff will be extending beyond the initially anticipated timeframe.

Other ways TEAM can help:

TEAM is also available to help confidentially notify other employees of the need to get tested for COVID-19, and work with you on any other concerns you may have about you and your loved one's safety. Return-to-work processes vary by account, and we are happy to collaborate with you in a way that makes sense for your needs and goals. For those interested in learning how the return-to-work process may fit with your account's needs, the CDC has a fantastic database of resources available [here](#). TEAM's Human Resources department would love the opportunity to craft a plan that fits your needs.

We encourage you to continue practicing the following CDC-recommended safety guidelines in your home for yourself, all employees, and any visitors to ensure continued workplace safety. These include:

- Wearing facial coverings or masks,
- Wearing gloves,
- Disinfecting high-touch and shared surfaces regularly,
- Maintaining social distancing when possible,
- Keeping windows open to promote fresh air circulation, and
- Minimizing time spent in crowded or public areas.



If you or anyone who lives in the home is suspected of having or has a confirmed COVID-19 diagnosis, it is required that you contact TEAM immediately.

Moreover, if you must travel out of town with a TEAM employee, please let us know in advance so that we can help research appropriate precautions for the specific area. Non-essential travel out of the state is discouraged at this time.

Please note that TEAM is also sending an update to all employees. A copy of this communication is enclosed below for your convenience. These communications, plus all past COVID-19-related communications, are saved at www.teamemployer.com for future reference.

Thank you for your continued partnership during these turbulent times. We are honored to work with you, and look forward to continuing to navigate these unique situations to find successful and safe resolutions with you in the future. If there's anything we can do for you, please don't hesitate to reach out via email at HR@teamemployer.com or by calling (619) 281-1100.

Best,

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