



Dear Employees:

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 employees, partners, and clients.

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 orders, including limitations of gatherings and travel for health and safety purposes. Continuing to take certain safety measures, such as maintaining social distance of at least six feet apart from others, continuing to wear a mask or facial covering, avoiding crowds, and washing hands often, is key. The more steps you take, the more you are protected against COVID-19.

If you have COVID-19 symptoms:

If you have any symptoms of an illness at all, please contact your onsite manager before reporting to work. It is possible that you will be requested to stay home, and contact your doctor for further guidance and direction. We know that not every sickness is a sign of COVID-19, however, we urge everyone to be as cautious as possible given the circumstances. Please do not report to work with any symptom of illness or if you are feeling unwell unless or until you have spoken directly with your onsite manager.

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 you or someone you live with tests positive for COVID-19:

If you test positive for COVID-19, please contact your onsite manager and TEAM immediately to discuss next steps and quarantine options. If you live with or were in close contact with someone who may have COVID-19, or otherwise suspect you've been exposed to COVID-19, you need to contact your manager immediately, contact



your doctor, and might need to self-quarantine for a period of time. **Please alert TEAM right away if this happens, as we will need to speak to you directly and ensure that you understand how to safely return to work.**

We are also here to help you explore any options that may be available to you during your self-quarantine period -- whether that is unemployment benefits, special COVID-19-related paid sick leave benefits that may be in effect in your local area, or other account-specific options that might apply to you, we're here to listen to your unique concerns and make sure that you're connected with the resources you need.

Other ways TEAM can help:

We encourage you to continue practicing CDC-recommended safety guidelines while at work and/or when you are out and about in the community. 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 at your worksite 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 as a TEAM employee, please let us know in advance so that we can help research appropriate precautions for the specific area. Non-essential travel is discouraged at this time.

Thank you for your continued partnership during these turbulent times. We are honored to work with you! 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. For future reference, this communication and all past COVID-19-related communications are saved at www.teamemployees.com for future reference.

Best,

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