



Dear TEAM Employees:

We hope this email finds you and your loved ones well! TEAM has received a lot of questions about the COVID-19 vaccine as it pertains to our employees. We hope this email provides clarification on how to obtain the vaccine, what it means for your worksite, and which safety procedures to follow regardless of your or your coworkers' vaccination status.

If you perform caregiving duties and are interested in obtaining the COVID-19 vaccine as a TEAM employee, we are happy to provide you with an employment verification letter that explains that you work with an individual in a private home who is considered at-risk, and should be prioritized for the vaccine. This letter has helped many TEAM employees get vaccinated already, though please be aware that there are varying state rules and some vaccination sites also require a second form of proof (such as a paystub or a photo ID) to accompany the letter.

TEAM is not distributing the vaccine ourselves, so employees interested in getting vaccinated will need to research what options are available to them locally. Many hospitals and pharmacies (including those within drugstores that operate nationally) are providing the vaccine, and most geographical areas have city or county-wide vaccination stations set up as well. If you should need assistance locating a vaccination site near you, we can try to help.

Regardless of whether you, your coworkers, or the person you care for gets vaccinated, TEAM requires that you continue adherence to standard COVID-19 safety protocols per CDC guidelines and OSHA regulations. TEAM fully supports these federal mandates and requests that all accounts continue following these COVID-19 prevention standards until further notice. This includes using face masks or other PPE as necessary, washing your hands frequently, maintaining a distance of at least 6 feet or more whenever possible, restricting errands and other outings to essential activities only, disinfecting any shared surfaces or high-contact areas, and notifying your manager prior to work if you have any symptoms of illness whatsoever. If you have questions about these procedures or would like further guidance on keeping your worksite safe, please reach out.

As always, TEAM requests that you notify us ASAP if you have any reason to suspect that yourself or a coworker has been exposed to and/or tested positive for COVID-19. We're here to help ensure that everyone on your account stays safe and that those affected are connected with resources to assist in the interim.

Thank you for all that you do to help ensure the safety and happiness of TEAM's clients. We appreciate your hard work and caution during these unprecedented times.

Best,

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