



Dear On-Site Managers and Concerned Parties:

We hope this email finds you well! TEAM would like to take an opportunity to provide insight on the ways in which the COVID-19 pandemic and the vaccine may continue to affect your worksite, even as states are loosening restrictions in light of declining cases.

Worksite safety remains a top priority for TEAM, and we encourage all employees to continue adhering to COVID-19 safety protocols at this time. **Regardless of who gets vaccinated at your worksite or how cases in your area are trending, TEAM strongly recommends you continue adherence to any CDC guidelines, OSHA safety regulations, and other local health authority regulations around prevention of COVID-19.** This includes wearing masks and/or using PPE on-site, frequently washing hands and disinfecting high-touch areas, practicing social distancing of 6 feet or more whenever possible, only leaving the home for essential errands, etc. The CDC has indicated that although the COVID-19 vaccines appear effective at reducing both the likelihood of contracting COVID-19 and the severity of a COVID-19 case if one does contract the virus, it is still critical to maintain all worksite safety protocols until further notice.

TEAM understands that the COVID-19 vaccine is very important to many of our employees and families. **If any of TEAM's employees at your worksite would like to get the vaccine themselves, we are happy to provide a letter explaining the nature of their employment and request for them to be prioritized for the vaccine.** Many employees have found these letters useful as proof of their employment in a private home or facility with someone who requires extra protection from COVID-19, and the letter has allowed them to successfully petition their doctors or pharmacies for the vaccine.

**If you are considering incentivizing employees to receive the COVID-19 vaccine and/or mandating vaccines for your specific worksite, please contact TEAM ASAP. Please do not take any action with the employees until you speak with someone from TEAM.** There are specific consent forms, wage and hour rules, and other guidelines that must be followed to avoid running afoul of ADA (Americans with Disabilities Act), the EEOC (Equal Employment Opportunity Commission) and other regulations. Please also loop us in ASAP if you are considering providing a small incentive, whether monetary or otherwise, to employees who choose to get vaccinated. Although incentives of little monetary value are usually appropriate, there are new EEOC considerations to take into account. We are happy to help you navigate this evolving landscape.

**Regardless of your individual worksite's stance on vaccines, it is critical to contact TEAM before discussing vaccines with caregivers in your home.** As an example, the state of New York recently passed new vaccine-related legislation mandating paid time off for anyone who needs to get the vaccine and/or is recovering from the vaccine, even if it's not an employment requirement. California has also passed new legislation around paid time off for those who need time off due to COVID-19, and we anticipate that many other states will follow suit by also crafting new laws unique to their residents' needs around the pandemic and related



vaccines. **We recognize that this evolving landscape can be complicated, but please do not hesitate to reach out if you have any questions about how it might affect your worksite.**

Lastly, we know that the upcoming spring break and summertime holidays are a great time to travel, and we understand that many of TEAM's families are excited to take advantage of the opportunity to do so. Now that many states are easing restrictions on quarantining upon entering, TEAM is happy to work with you to ensure that travel with your TEAM caregivers is done in a safe, compliant, and fun manner. **If you are considering traveling with a TEAM employee, please reach out ASAP so we can help craft a one-page travel agreement and research any applicable guidelines for your area.**

Thank you for your partnership and for your attention to these issues. It hasn't been an easy year for many people, but TEAM truly values your help in ensuring that everyone on your account is safe and healthy. We appreciate you and all that you do for TEAM's employees.

Please contact me or reach out to your dedicated Client Service Specialist or HR Business Partner if you would like to discuss any of the above information further. We look forward to chatting with you!

Best,

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