



Dear TEAM Employees:

We hope this email finds you well! We're reaching out to all TEAM employees with reminders and updates on the ways in which the COVID-19 pandemic and the vaccine may affect your worksite.

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.

Regardless of whether you, your coworkers, or the person you care for gets vaccinated, TEAM requires that you continue adherence to standard COVID-19 worksite 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, and many others, value all your hard work in ensuring that the people you care for can lead the best lives possible until we return to normal. We know it's been a hard year, but we truly appreciate your effort and caution during these unprecedented times!

Best,

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