

Dear Employees:

We hope this email finds you well!

As the end of summer is quickly approaching, we would like to take this opportunity to check in, 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. Our focus is, as always, on the health and safety of all of our partners, clients, and employees.

**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, 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.

The Centers for Disease Control and Prevention (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.

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

If you test positive for COVID-19, live with or were in close contact with someone who may have COVID-19, or otherwise suspect you're sick with COVID-19, you need to contact your manager immediately, contact your doctor, and might need to self-quarantine for a minimum of 10 days. **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. This may include wearing facial coverings or masks, wearing gloves, disinfecting high-touch and shared surfaces regularly, maintaining social distancing, 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 where you work 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. We will collaborate with you to draft a travel agreement that will keep you and the person you care for safe.

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](mailto: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](http://www.teamemployees.com) for future reference.

Best,

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