

Dear Clients and Concerned Parties:

We hope this email finds you and your loved ones 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 an employee has COVID-19 symptoms:

If an employee exhibits any symptoms of an illness at all, please ask them to stay home and contact their 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 an employee tests positive for COVID-19:

If an employee tests positive for COVID-19, lives with or was in close contact with someone who may have COVID-19, or otherwise suspects they're sick with COVID-19, they need to stop working immediately, contact their doctor, and self-quarantine for a minimum of 10 days. **Please alert TEAM right away if this happens, as we will need to speak to the employee directly and ensure that they understand how to safely return to work.**

If you need to make changes to your account or employees:

If there are any employment changes needed, such as an extended leave or layoff, please contact us ASAP and before taking any employment action, as there are many steps we will review with you to make sure that all of the appropriate boxes are checked. Depending on your location, there may be other local laws or ordinances that are important to keep in mind during this process. We are here to help navigate these dynamics with you.

Alternatively, if you have employees currently not working due to a temporary account layoff, we would appreciate any updates you can provide about their estimated return to work. We want to make sure that their return is as seamless as possible and also ensure our records are up-to-date for any employees whose layoff will be extending beyond the initially anticipated timeframe.

Other ways TEAM can help:

TEAM is also available to help confidentially notify other employees of the need to get tested for COVID-19, and work with you on any other concerns you may have about you and your loved one's safety. **Return-to-work processes vary by account, and we are happy to collaborate with you in a way that makes sense for your needs and goals.** For those interested in learning how the return-to-work process may fit with your account's needs, the CDC has a fantastic database of resources available [here](#). TEAM's Human Resources department would love the opportunity to craft a plan that fits your desires and needs.

We encourage you to continue practicing CDC-recommended safety guidelines in your home. 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 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 with 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, your loved ones, and the employees safe.

Please note that TEAM is also sending an update to all employees. A copy of this communication is enclosed below for your convenience. These communications, plus all past COVID-19-related communications, are saved at www.teamemployer.com for future reference.

Thank you for your continued partnership during these turbulent times. We are honored to work with you, and look forward to continuing to navigate these unique situations to find successful and safe resolutions with you in the future. 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.

Best,

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