

(COMPANY LOGO HERE)

(DATE)

**Re: COVID-19 – Employer Compliance Explained and Plan of action**

Dear EMPLOYEE:

“COMPANY NAME” (the “Company”) is an “Essential Business” that is exempted from the “City of St. Louis Stay Home – Essential Activities Only Order Health Commissioner’s Order No. 5 and the St. Louis County Department of Public Health 2019 Novel Coronavirus Stay at Home Order (collectively “the Orders”). Consequently, the Company will continue its business operations in compliance with applicable federal, state and local laws.

The Company is prepared to continue its business operations while also observing and taking reasonable precautionary measures to help ensure a safe working environment for all. The cooperation of every employee is vital to helping keep our working environment safe.

Going forward, we expect all employees to be diligent at washing their hands often throughout the day with soap for at least twenty seconds each time, using hand sanitizing gel (containing at least 60% alcohol) as often as needed and also using disinfectant spray on any shared equipment. We have placed hand sanitizer and disinfectant spray in common areas for use consistent with these guidelines. During your working time and during your lunchbreak, please keep at least six (6) feet of distance at all times between yourself and any other employee, person and/or delivery person(s). We suggest eating lunch at your workstation or in your car, rather than all of you congregating in the breakroom together. If you choose to eat at your workstation, please do not perform any work-related duties while you are on your lunch break. Restrooms will be closed to visitors and/or non-employees. The showroom is closed to walk-ins of any kind. With your help, we can provide a safe working environment for us to continue working and doing business.

Installers: We recommend the installers drive in separate cars to and from the job site, and we have provided hand sanitizer and disinfectant spray for your use on shared tools. Effective immediately, and until further notice, the Company has discontinued installing “inside” homes that are occupied by any resident, and the Company is limiting all installation work to such work as may be reasonably performed on the exterior of occupied homes and businesses and/or in the interior of unoccupied renovations or new construction. The Company will reimburse employees for mileage while using the employee’s personal vehicle to drive to job sites at the current mileage reimbursement rate suggested by the IRS.

Unless you are exhibiting any flu-like symptoms (fever, cough, shortness of breath), been diagnosed with COVID-19 or have confirmation that you have been exposed to a COVID-19 infected person or a person with flu-like symptoms, the Company expects you to come to work. Not coming to work just because you prefer to stay at home in order to possibly avoid the COVID-19 virus during this unusual time is an understandable concern, but may result in you not getting paid and/or discipline, up to and including, termination of employment from the Company. Regular and reliable job attendance is an essential function of every position of employment with the Company.

COMPANY NAME

If you are exhibiting any flu-like symptoms (fever, cough, shortness of breath), been diagnosed with COVID-19 or have confirmation that you have been exposed to a COVID-19 infected person or a person with flu-like symptoms, you are instructed not to come to work and to immediately notify the Company's Human Resources officer. In addition, if you or a member of your household has recently traveled outside of the St. Louis metropolitan area, please notify the Company's Human Resources officer "CONTACT INFO" so that the Company may conduct a risk assessment.

**Additional Employee responsibilities:**

- If you suspect you could have symptoms of COVID-19, the Company recommends that you call the hotline at Mercy's Virtual Care center at 314-251-0500 and try to qualify for COVID-19 test, or sign in to your Anthem health account and try the LiveHealth virtual doctor appointments. The Company understands that the doctors you see using LiveHealth Online are trained to screen for COVID-19, and may make specific recommendations for care.
- If you have a healthcare provider's opinion that you have contracted a typical bacterial or virus sickness like a cold, flu, strep or laryngitis, then you may not qualify for the new emergency paid leave, but the Company may permit you to use any accrued, but unused vacation time for days that you miss work due to such non-COVID-19 related illnesses.
- If employees have remained at home for more than three days without a fever, we can discuss your returning to work on a case-by-case basis, consistent with the latest guidance published by the CDC and any specific guidance that your healthcare provider may provide in any such circumstance. The Company will conduct an individualized risk assessment in coordination with the latest guidance published by the CDC, and we may suggest following up with a doctor for advice.
- If you or a family member has symptoms that may be COVID-19 but cannot qualify for testing, but COVID-19 has not been ruled out, please stay home and do not come to work. The Company will conduct an individualized risk assessment in coordination with the latest guidance published by the CDC, and we may suggest following up with a doctor for advice. Plan of action will be decided on case-by-case basis, consistent with the latest guidance published by the CDC and any specific guidance that your healthcare provider may provide in any such circumstance.
- If a person you have come in contact with contracts COVID-19 and/or you have reason to believe that you have been exposed to the virus, please notify the Company's Human Resources officer "CONTACT INFO" immediately and the Company will determine a plan of action consistent with the latest guidance published by the CDC and any specific guidance that your healthcare provider may provide in any such circumstance.

Sincerely,

NAME  
TITLE