



MEMORANDUM

From: The Human Resources Department, Coronavirus Taskforce

To: All Employees

Date: March 23, 2020

Re: COVID-19

This memo is to inform you that we have been deemed by Governor Raimondo's office as one of the essential businesses that will stay open during Coronavirus restrictions. There have been many concerns brought to our attention regarding the possibility of mass layoffs due to the Coronavirus pandemic. We hope this update will alleviate those concerns.

In order to remain open, we ask that you continue to follow the guidance put out by the Rhode Island Department of Health and the CDC to help decrease the spread of the virus including, but not limited to, the following:

- Avoid close contact with people who are sick.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with your sleeve or a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.

We greatly appreciate your cooperation and will update you on a weekly basis.