



## MEMORANDUM

**From:** The Human Resources Department, Coronavirus Taskforce

**To:** All Employees

**Date:** April 1, 2020

**Re:** COVID-19 Update

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In order to help slow the spread of COVID-19 as well as keep our status as an essential business and remain in operation, please understand and share with your crew members the importance of the following rules:

- All gatherings of more than 5 people at one time are prohibited.
- Maintain at least 6 feet of separation from others.
- Frequently wash your hands with soap and water for at least 20 seconds. When unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Clean and disinfect all main points of contact such as door handles and light switches as well as surfaces, tools, and equipment on a regular basis.

As you know, the work we do contributes greatly to our state's economic health and its continued growth, especially during this crisis. Your compliance and cooperation are greatly appreciated.