



MEMORANDUM

From: Coronavirus Taskforce
To: All Employees
Date: November 18, 2020
Re: **Covid-19 Positive Test in Office - Enhanced Vigilance**

As many of you know, last week we had a positive Covid-19 test result in the Warwick office. As a result of that infection and our contact tracing process, several Cardi employees are being tested for Coronavirus and will need to be under various forms of quarantine for 2 weeks. While some positive tests and quarantining is unfortunately inevitable, with RI's infection rate approaching 10%, **it appears that some of these quarantines could have been avoided by stricter attention to virus prevention rules.** So, with apologies for some repetition, please review and step up your efforts on each of these health and safety rules:

- Wear a mask at all required times, **and make sure that the mask securely covers your nose and mouth** – if it doesn't securely cover nose and mouth, it can't do its job.
- **If your mask keeps slipping**, or doesn't securely cover nose and mouth, replace it yourself, or ask us for a replacement;
- **Don't stand too close to a co-worker**, or anyone you don't live with – the virus is most often spread by people who don't know they have it, so **please treat all of your contacts, at Cardi and otherwise, as potentially infected**;
- **If a co-worker isn't appropriately masked or stands too close to you**, it's probably unintentional – so **please remind them to keep their distance and to mask-up**;
- **Whenever possible, conduct all meetings** longer than 5 minutes **by teleconference or Go-to-Meeting**;
- **Don't share food**, and don't bring in food to share, as much as we all enjoy doing that;
- **Properly position and run your air purifier**, and if you are concerned about areas that may not be covered by our existing air purifiers, report that concern to covid@cardi.com;
- If you think you will be safer with more **barrier curtains**, please report that as well;
- Use hand sanitizer and **wash your hands frequently**;
- **Avoid crowded places**, and be especially careful if alcohol is being served;

The risks of failing to follow these rules – and of not taking this deadly pandemic seriously – are too great to ignore. **Please do your part: follow all coronavirus safety rules, in the office and at home, so that we can all stay healthy and SAFE until this pandemic is behind us.**

SAFETY FIRST!