



## **MEMORANDUM**

**From:** Coronavirus Taskforce  
**To:** All Employees  
**Date:** May 19, 2021  
**Re:** **INDOOR AND OUTDOOR MASK POLICY**

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Please note the following announcements and reminders regarding Covid-19 procedures at Cardi and our affiliates:

1. **Work-From-Home (WFH)**. As announced May 14, 2021, preventative WFH for Covid-19 will end as of May 29, 2021. If you are still working remotely, please follow existing procedures until that date, but otherwise **please plan to return to the office full-time by Tuesday, June 1, 2021**. If you test positive or are a close contact to someone with covid-19, however, quarantine rules still apply.
2. **Indoor Masks at Work**. If you have been fully vaccinated for at least 2 weeks, and if you provide us with a copy of your vaccination card, you will no longer be required to wear a face mask. **If you are not yet fully vaccinated for at least two weeks, masks remain mandatory.**
3. **Outdoor Masks at Work**. If you have been fully vaccinated for at least 2 weeks, and if you provide us with a copy of your vaccination card, you will no longer be required to wear a face mask outside. **If you are not yet fully vaccinated, masks remain mandatory if you cannot socially distance.**
4. **Masks While Not at Work**. Masks continue to be required both inside and outside in various non-work situations, including public transportation, hospitals, homeless shelters, and prisons. Following those rules remains essential to avoiding covid infection and transmission, even if you are vaccinated. Please **don't let your guard down** under these circumstances.
5. **Vaccinations**. We are pleased to report that **the majority of Cardi employees are either fully vaccinated or have started the process**, and we are looking forward to awarding our vaccine lottery prizes – up to \$500 – very soon. For those of you who have not yet gotten the shot, or have not yet shown us your completed vaccination card, we urge you to do so as soon as possible. Please contact HR with any questions about this, or go to <https://covid.ri.gov/vaccination> for vaccination locations.

As always, **SAFETY FIRST!** And now, the best way for all of us to remain safe is **Vaccination: Your Best Shot!**