



MEMORANDUM

From: Coronavirus Taskforce
To: All Employees
Date: December 7, 2021
Re: **COVID-19 VACCINATION AND MASK POLICY UPDATE and INSURANCE CHANGE NOTICE**

As most of you know, we have a very high vaccination rate here at Cardi and require masks and social distancing rules for our few un-vaccinated employees and for any visitors who may be un-vaccinated. But Covid-19's fall surge is currently infecting over 100,000 Americans per day, and although many infections are not severe, Covid-19 is still killing almost 1,000 Americans per day. At the same time, the current vaccines are believed to both be safe and effective, and have been proven to dramatically reduce the likelihood of Covid infections, hospitalizations and deaths. As a result, in order to fully protect all employees going forward, effective January 4, 2022, we have decided to tighten our existing policies, which shall be as follows:

1. **All employees will be required to either (a) get fully vaccinated**, including applicable boosters, and to provide **proof** of vaccination status or **(b) present a lab-based negative covid-test result each week to HR** – home-based tests will not be accepted.
2. **Because the vaccines are free while many covid tests are a cost to Cardi (through our insurance premiums), all employees choosing not to get vaccinated will need to pay for their own covid tests.**
3. **Vaccines will continue to be allowed on company time, but unvaccinated personnel will need to get their tests on their own time.**
4. **London Health, which covers all of our deductibles and co-pays, will no longer cover deductibles and co-pays for covid-related medical expenses – which can be tens of thousands of dollars – for un-vaccinated personnel.**
5. In addition to testing, **masks and social distancing will continue to be required** for all unvaccinated personnel, and violations of mask policies will not be tolerated and will be addressed as follows: in the first instance, by written warning, in the second instance, by being sent home without pay for the day and in the third instance, by prolonged **suspension or termination.**

Please note these rules apply to all employees and facilities of Cardi and our affiliates.

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