



## **MEMORANDUM**

**From:** Antonio B. Cardi  
Stephen A. Cardi, Sr.  
Stephen A. Cardi, II

**To:** All Employees

**Date:** October 9, 2020

**Re:** REVISED **INDOOR** MASK POLICY and COVID-19 Update

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**As you all know, SAFETY is always FIRST at Cardi. At this time, SAFETY includes protecting all of us, along with our friends, our loved ones and our co-workers, from the CORONAVIRUS.** As we enter the cold and flu season, Coronavirus is expected to surge throughout the country, and we are therefore issuing new mask policies. The new policies are described in detail in the attached Coronavirus Task Force Memo, but the bottom line is this:

- **masks are required indoors at all times, with only a few, very specific exceptions;**
- **masks must securely cover your nose and mouth – if not, they don't do their job;**
- **if your mask doesn't fit securely, we will provide one which does.**

These new mask policies are based upon updated scientific and CDC findings and guidelines, and we need each of you to comply with these policies. In addition, not all of us have been faithfully following our existing Coronavirus rules, and every one of us needs to do so. **The risks of failing to do so – and of not taking this deadly pandemic seriously – are too great to ignore.**

The details of our new mask policies are spelled out in detail in the attached Coronavirus Task Force Memo – please read it carefully. Please also take 2 minutes to view the attached video, which graphically shows why masks are so important.

We trust that each and every one of you will comply with these new rules, and that together we will stay healthy and SAFE until this pandemic is behind us. **Thank you for your attention to this important issue and for your strict compliance with our mask-wearing policies.**

**SAFETY FIRST !**



## **MEMORANDUM**

**From:** Coronavirus Taskforce

**To:** All Employees

**Date:** October 9, 2020

**Re:** REVISED **INDOOR** MASK POLICY and COVID-19 Update

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This Memorandum will revise our existing Coronavirus policy for mask use inside of Cardi facilities and to reinforce mask requirements which not all of us have been strictly following. As set forth below, **until further notice, mask wearing will be mandatory indoors at all times, except as expressly excused below.** Although we recognize that mask wearing is inconvenient, and is nothing that *any* of us like to do, it is a critical tool to protect each and every one of us, along with our friends, loved ones and fellow employees, and is therefore a necessary part of life for the time being. *Like hardhats, masks are mandatory safety equipment.* This Memorandum does not, however, change our mask policies for outdoor use: masks are required outside only if 6 feet of social distancing cannot be maintained.

### **1. Masks are Required at all Times in all Cardi Facilities**

This past spring, when Coronavirus was believed to travel through the air only up to 6 feet, we directed all employees to wear masks whenever possible, but to always wear masks within 6 feet of one another or in common areas. **The CDC and other health authorities, however, have recently confirmed that the Coronavirus can be spread through the air at distances far greater than 6 feet** because it can travel through the air in small particles known as “aerosols.” As a result, **although social distancing is still essential, mask wearing indoors is necessary even if you are not within 6 feet of other personnel. As a result, masks are now required indoors at all facilities of Cardi Corporation** and its affiliates, **at all times**, except as provided below. If you forget your mask on any work day, please ask your supervisor or HR for a temporary mask for use that day, and please contact HR immediately with any questions about this requirement.

### **2. Compliance by Employees with Mask Requirements**

We have recently observed a number of employees without masks in common areas and close to other employees. This conduct is in violation of both our pre-existing mask policy and our new policy and is not acceptable. Please immediately refrain from entering buildings without wearing masks and please be sure to wear your masks at all times except as provided below.

### **3. Masks for Visitors**

We have also recently observed visitors in Cardi facilities without masks. **No visitors are allowed inside Cardi facilities without masks, and any persons seeking entry to Cardi facilities**

**without a mask must be offered a disposable mask, which can be obtained at reception, and must be instructed to keep both their mouth and nose covered.** Any visitor who declines to properly wear a mask will not be permitted to enter, or will be asked to leave.

#### **4. Exceptions to Mask Requirements**

Employees may remove masks at Cardi facilities only under the following circumstances:

- when eating at your desk;
- when drinking, but not for extended work periods;
- in “private” offices when no other persons are present;
- during emergencies;
- during other *brief* intervals.

#### **5. Lunch Rooms**

Unfortunately, because lunch rooms are common areas, and since masks must be removed to eat, employees will not be able to eat in the lunch rooms until further notice.

#### **6. Private Office Meetings**

If you have a “private” office, and have been working with your mask off, please refrain from meetings in your office for periods of time greater than 5 minutes and please be sure to put your mask on when anyone enters your office.

#### **7. Masks Protect You and Protect Others**

Whether or not you understand how masks work, **please watch the 2 minute video that can be found on the Coronavirus page of our website.** The video clearly – and graphically – shows how masks prevent the spread of the Coronavirus *and* other germs. **Please do not believe social media or rumors that masks don’t work – every doctor and scientist on-record has confirmed that masks are proven to be effective in preventing spread of the virus.** In addition, masks also, of course, reduce the likelihood that you yourself will be exposed to the virus.

#### **8. Correct Mask Wearing**

Simply wearing a mask is unfortunately not enough. **Masks need to be worn in a manner which fully and securely covers the mouth and nose at all times, and covers your face from the bridge of your nose to under your chin.** If a mask does not securely cover both nose and mouth, or if it regularly slips, it does not provide the protection that we all need. Masks also need to be loose enough to avoid causing irritation, but secure enough to stay in place, both to maintain effectiveness, and so that you don’t need to regularly adjust your mask, which causes you to touch your face and mask with your hands, which should be avoided.

#### **9. Availability of New Masks**

If your mask – including masks previously provided by Cardi – doesn’t fit or regularly slips, please ask your supervisor or HR for a different mask and we will provide replacements to

accommodate you. We will also periodically provide new masks to all employees as has been our practice.

#### **10. Acceptable and Unacceptable Masks**

There are numerous types of masks available, but current studies show that the most effective masks have **multiple layers of cotton or other tightly woven fabric**. Many masks also have **adjustable straps and metal strips which bend around the nose to ensure a better fit**. All new masks provided to employees by Cardi will have multiple layers of fabric, and adjustable straps and metal nose strips if needed.

**Paper masks** are reasonably effective in preventing the mask-wearer from spreading germs, but are not particularly effective for filtering the air which is inhaled by the mask-wearer. Paper masks **are therefore adequate on a temporary basis, but cloth masks are otherwise required**.

**Bandanas** or other **single layer cloth masks** are not as effective as required **and are therefore not acceptable** except in case of emergencies.

**Neck gaiters** without *multiple layers of fabric* or if made substantially of nylon, spandex or other synthetic fabric **are not acceptable** except in emergencies as they may, in some circumstances increase the spread of viruses due to the nature of the fabric.

#### **11. Mask and Coronavirus Policies Subject to Change**

As you all know, the policies listed above are new, and those changes arise from changing conditions and changing information about the Coronavirus. We will continue to make every effort to minimize any confusion arising from changing policies, but will at the same time continue to monitor the situation to do our best to keep all of us safe. Thank you for your continuing patience and cooperation as our requirements change from time to time.

#### **12. Continue to Exercise Caution and Social Distancing**

Finally, although we all are very tired of the Coronavirus, it is surging in many states, and we need each and every one of you to help us prevent that from occurring here at Cardi in order to protect your health and safety and the safety and health of your co-workers and loved ones. **Although Coronavirus does not kill everyone infected, it has already killed four times as many Americans as the entire Vietnam war, and remains extremely dangerous**. The virus will be especially dangerous in the coming months, since activities will be forced indoors, where more virus transmission occurs, and since it will be difficult to distinguish between early symptoms of Coronavirus and cold or flu. **It is therefore critical for all of us to do our part, at work and otherwise, by properly and consistently wearing masks, social distancing, hand-washing, avoiding large gatherings, avoiding hot-spots and being extremely careful in restaurants and other public places, especially where alcohol is being served to you or to others**.

**REMEMBER: SAFETY FIRST INCLUDES SAFETY FROM THE CORONAVIRUS !**