



MEMORANDUM

From: The Human Resources Department

To: All Employees

Date: April 21, 2020

Re: COVID-19 Facemask Policy

Per Governor Raimondo's executive order, effective Saturday, April 18, 2020, all employees in RI businesses continuing in-person operations are required to wear a cloth face covering at all times. Keeping the health and safety of our employees our number one priority, please follow the below Cardi policy regarding facemasks in the workplace.

FIELD AND PLANT EMPLOYEES

All Cardi employees must wear face masks at all times, removing them only for the consumption of food and beverage. It is also recommended that gloves are worn at all times unless using them would interfere with performing essential job functions.

OFFICE EMPLOYEES

All Cardi employees must wear face masks at all times, removing them only for the consumption of food and beverage. The only exception is for employees who can easily, continuously, and measurably maintain at least 6 feet of distance from other employees, or have their own office. All such employees must wear face coverings in any common areas of the business, including, but not limited to, any entry, exit and common areas of the business, reception area, hallways, bathrooms, break rooms and stairways.