

Hello,

You were recently in the depot at the same time as an employee who has tested positive for coronavirus. You are permitted to continue to work as long as you take the following actions:

- **Pre-Screen & Regularly Monitor:** Prior to coming to work each day, measure your temperature to ensure it is below 99.5, assess symptoms (cough, shortness of breath, fatigue) and complete the Well Check app as usual normal.
- **Wear a Mask:** Wear a face mask at all times while in the workplace for 14 days starting:
- **Sanitize/Disinfect:** Continue to wash/sanitize your hands as well as disinfect your work area regularly.
- **Social Distance:** Maintain 6 feet and practice social distancing as work duties permit in the workplace. If your work duties do not permit safe social distancing, please contact your manager to determine alternative options such as staggered scheduling.

If you have symptoms (fever, coughing, shortness of breath or fatigue), you should go home immediately and consult medical advice regarding home quarantine and testing for COVID-19. Our first priority is your safety and wellbeing. Please contact your manager or HR business partner if you have concerns or questions.