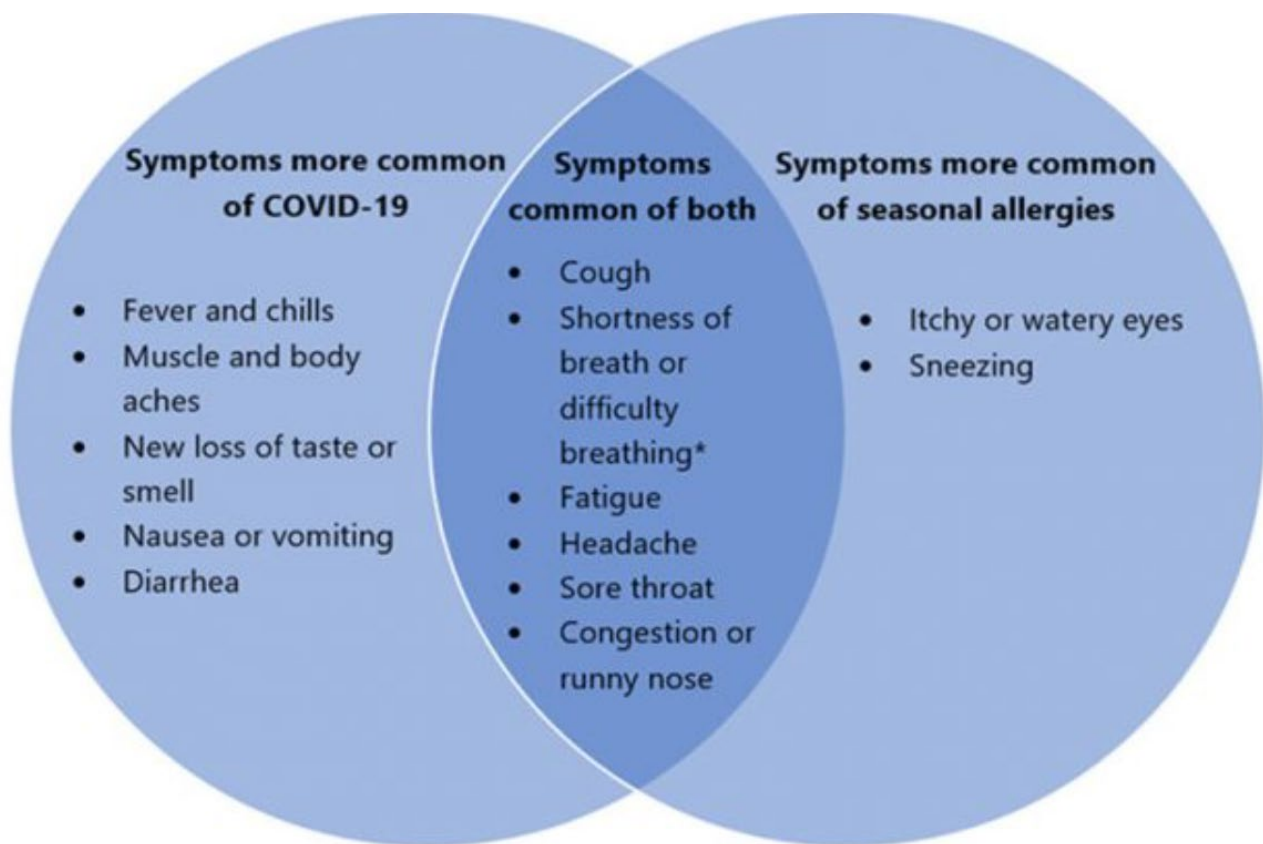




We continue to closely monitor the COVID-19 virus and the responses throughout our Nation, State and Communities. Our greatest concern is the health and well-being of our Employees and their family. To date, everyone has been extremely informative about various personal situations and has cooperated at the highest level. Thank you!

We are in the time of the year where many people are impacted by seasonal allergies. COVID-19 symptoms and Seasonal Allergies, Common Cold and Seasonal Flu can impact people in very similar ways. If you have had any of these in the past, the effects and symptoms should not surprise you, and not be misinterpreted as COVID-19 symptoms.



**Bottom line ... if you don't feel well, don't come to work. If you are already at work, go home.** Coming to work when you do not feel well puts others at risk. Notify your Supervisor immediately and tell them about your situation. Monitor your body and seek medical attention over the phone if necessary.



**If you have never experienced seasonal allergies, and you are experiencing any of the COVID-19 symptoms, don't come to work. If you are already at work, go home.** Notify your Supervisor immediately and tell them about your situation. If your symptoms continue or worsen, seek medical advice over the phone.

If you choose to have a test for COVID-19, you are not allowed to return to work until you receive a negative result. If your symptoms persist, even though you have received a negative result, you may not be allowed to return to work until your symptoms have gone away.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you are the impacted person or the Supervisor of the impacted person, please call Sue Parkes-McNally or Dan Oberlies if you have questions, need guidance or are simply unsure about what to do next.

***When in doubt, stay out!*** Stay home, monitor your body and seek medical attention over the phone if necessary.

Finally, if you are not able to work due to the COVID-19 infection, you are eligible for New York Unemployment pay, and you may be eligible for NY Emergency Paid Sick Leave for COVID-19. There are strict requirements for NY Emergency Paid Sick Leave for COVID-19 eligibility.