



**October 22, 2020**

LVO Employees:

This is to inform you that one of our colleagues has tested positive for COVID-19. This employee has not been in our facilities since Tuesday, October 20, 2020. The total number of COVID-19 cases at LVO is now 14, with six active cases.

Cleaning and disinfection of the employees' immediate workspaces consistent with CDC and OSHA guidelines has been completed.

Individuals who may have been in close contact with this individual have been notified.

Temperature checks, wearing masks, face shields and maintaining social distance are controls we have in place to lower the risk of COVID-19 transmission in our facilities. Wearing a mask during your shift remains a mandatory requirement. Where environments make it challenging to maintain a six-foot distance, face shields must be worn in addition to a mask.

This reminds us that COVID-19 is still present and active in the community. If you are not feeling well or experiencing symptoms, please stay home and follow the normal call-off procedure. We expect employees to continue following the protocols we have in place to minimize further spread of the disease.

The health and wellbeing of our employees is our first priority and we wish our colleague a fast recovery. We are committed to taking all steps necessary for maintaining a healthy work environment and keeping you informed.