



**November 23, 2020**

LVO Employees:

This is to inform you that five of our colleagues have tested positive for COVID-19. The total number of COVID-19 cases at LVO is now 41. Eighteen of our coworkers have recovered and there are currently 23 active cases.

These employees were last in our facilities as outlined below:

- Monday, November 23 (1)
- Thursday, November 19 (1)
- Tuesday, November 17 (2)
- Monday, November 16 (1)

Individuals who may have been in close contact with these individuals have been notified.

Cleaning and disinfection of the employees' immediate workspaces consistent with CDC and OSHA guidelines was completed at the time the employees were last onsite.

This reminds us that COVID-19 is still present and active in the community. 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.

How can I protect myself and my co-workers?

- **If you are not feeling well or experiencing symptoms, please stay home and follow the normal call-off procedure.** Coming to work when you know you are ill puts everyone at risk.
- **If you or a household member have been tested and are waiting for results, do not enter our facilities.** Follow the call-off procedure. You will be required to get clearance from the LVO Dispensary to return to work.
- If you have been exposed to someone confirmed positive for COVID-19 please disclose as soon as you are informed and call the LVO Dispensary for guidance.
- Wear your mask and follow the protocols we have in place to minimize further spread of the disease.
- Avoid sharing transportation (carpooling) wherever possible to minimize spread of the disease.

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