



January 7, 2021

How to Protect Yourself & Your Coworkers

COVID-19 remains present and active in the community. Please stay home and follow LVO's normal call-off procedure in the following situations:

- **If you are not feeling well or experiencing symptoms (fever, cough, breathing difficulties, etc.) stay home, as coming to work knowing you are ill places your coworkers at risk. Call the LVO Dispensary at 610-966-8878 for guidance.**
- **If you or a household member are being tested for COVID or waiting for test results, do not enter our facilities. You will be required to obtain clearance from the LVO Dispensary to return to work.**
- **If you have been exposed to someone confirmed positive for COVID, please disclose as soon as you are informed/become aware and contact the LVO Dispensary for guidance.**

If you are staying home due to a COVID-related issue and you have followed LVO's call-off procedure, the absence will not result in any points being issued as per the LVO attendance policy. Note: Employees who do not follow the call-off procedure and choose to stay home without clearance from the LVO Dispensary will have an unexcused absence.