

October 6 2021

Dear Employees,

The management team has been monitoring the current Covid 19 situation and vaccine distribution. Below are the basic facts that we are basing our companies vaccination policy upon.

- The vaccine has proven to lose its effectiveness over time.
- Those who are not vaccinated are at a higher risk of contracting and spreading Covid 19.
- The Delta variant wave is out there, but expected to start diminishing by EOY. In the NYC area it is still relatively low, but increasing every week.

The above facts are on a collision course and require us to take some actions in order to protect all staff at least through the EOY.

- A \$1,000 incentive payment will be offered to all employees that have gotten vaccinated. For those that are “on the edge”, we hope this may help you take action. Submit a copy of your vaccine card to Irene for payment. We would also ask that as booster shots become available that you get one.
- The effectiveness of mask wearing can be seen in the flu numbers from last winter. Of 800,000 samples, .02% had the flu vs. 26% in 2019. Therefore, we encourage all staff to wear a mask when around others. We are not mandating the mask wearing (yet), but are encouraging it for both Covid and Flu protection.
- For those that choose not to get vaccinated we will not mandate that you get the vaccine. But, since you are at a higher risk of getting the virus, we must do something to minimize the risk. Therefore we will require that you get tested weekly. This can be done for free and on company time. Simply make an appointment online at any of the chain drug stores. You don't even have to get out of your car since most have drive thrus.
- If any employee is feeling symptoms please stay home.

We hope that all of the above will be short lived and we will adjust as more information and treatments become available.

Next Steps to be completed by Friday:

- Send in vaccination documents to Irene.
- If you are in the process of getting vaccinated let Irene know your status and follow the above guidelines until completed.
- Book your first Covid Test for next week and let Irene know the appointment date and then send her results (usually 3 days).
- If you do not agree to the above terms through the EOY then let Irene know by this Friday. We will have no other choice but to terminate your employment.

Paul