

July 13, 2020

NAL Team Members:

As positive COVID-19 cases continue to rise in our communities, it becomes increasingly important to practice the proper preventative measures. We encourage you to note the following COVID-19 protocols and ask that you observe them, both at work and as appropriate in public.

- Please wear a mask. Masks are shown to significantly reduce the spread of COVID-19. While wearing a mask, it is important to avoid contamination by touching the outside of the mask. Please be sure to use the ear straps when putting on or removing the mask.
- Whenever possible, please adhere to social distancing guidelines and maintain a safe 6ft space between yourself and others.
- Sanitize your work areas often to ensure the safety of yourself and others.
- Check the temperature of yourself and your family daily, and **if you are sick, stay home.**

As a reminder, common COVID-19 symptoms include fever, dry cough, loss of taste/smell, head/body ache and/or sore throat. If you are experiencing any of these symptoms, please stay home and contact your supervisor and the HR Department.

If you may have possible exposure to someone with COVID-19, or someone in close contact with you has been tested, please stay home and contact your local Human Resources representative immediately.

Again, thank you for your cooperation and commitment. Remember to be safe and encourage others to follow the NAL COVID-19 Playbook to support prevention.

Best Regards,

Kirk Gadberry
President/COO