

November 3, 2020

Farmington Hills Team Members:

Out of responsibility and care for your well-being, we want to make you aware that one of our Team Members at the Farmington Hills Office tested positive for COVID-19.

Per the policies outlined in our [Playbook](#), we have completed contact tracing and found this to be an isolated case.

Thank you to our janitorial staff for cleaning the affected areas per our enhanced cleaning and disinfecting protocols.

Please continue to follow the COVID-19 protocols, both at work and when appropriate in public:

- Please wear a mask. Masks are shown to significantly reduce the spread of COVID-19.
- 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**.

If you may have possible exposure to someone with COVID-19, or if someone in your household has had reason enough to get tested, then you need to please stay home and contact Human Resources immediately.

Thank you,
Molly Greene
Human Resources Manager