



March 10, 2020

Dear Employees,

The outbreak of the coronavirus disease (COVID-19) continues. In an effort to keep our residents and employees healthy, we are requiring all employees to follow a new policy regarding travel on Mather business and personal travel.

Business Travel

If you have plans for travel on Mather business within the United States to attend conferences, meetings, travel to other Mather locations, please discuss with your manager whether or not to make the trip. We encourage use of videoconferencing, telephone, and email communication when possible. If you are uncomfortable traveling for business purposes, you may communicate that to your manager and you do not need to make the trip.

Personal Travel

New guidance from the Center for Disease Control (CDC) urges individuals who are at high risk of getting sick from the virus, which includes:

- Adults 65+ (some suggest 60+)
- People who have serious chronic medical conditions such as:
 - Heart disease
 - Diabetes
 - Lung disease

to avoid non-essential travel, long plane trips and cruise ship travel. We encourage you to give consideration to your personal travel plans and take appropriate precautions.

Mather requires that employees inform their managers of all planned international travel or domestic travel by the employee and family members who live in the same household to a state where there has been an identified outbreak. Mather intends to follow the Center for Disease Control (CDC) requirements which currently state that employees who travel to CDC sites with level 3 warnings be quarantined at home for 14 days after returning from the trip. If a family member travels to a location with a level 3 warning, Mather expects that you stay at home for 14 days. If you or a family member travels to a state in which there has been an outbreak, please monitor your health carefully and if you experience any symptoms such as coughing and or persistent cough, shortness of breath and/or difficulty breathing, do not come to work, let your manager know immediately, and call your physician. You can explore work-at-home options with your manager or use your Paid Time Off (PTO) hours during the quarantine. On a temporary and limited basis, Mather will permit you to borrow future earned PTO, if needed, to cover your scheduled workdays. Managers of employees who need to borrow PTO should contact Greg Pilafas at gpilafas@mather.com or (840) 492.6794 or Jim Monroe at jmonroe@mather.com or (847) 492.6804.

It is out of an abundance of caution that we ask you to comply with these travel requirements and follow the recommendations made for safety and personal protection.

Should you have any questions or suggestions, please contact any of the following task force members: Dave Murlette at (847) 492.6753, Michelle Madda at (847) 492.7412, or Mary Sullivan at (847) 492.6793.

Thank you and stay well.

Mary Leary
President and CEO

Mary Sullivan
SVP, Human Resources