



March 16, 2020

Dear Mather employees,

Mather values you and wants to protect your health as well as that of our residents, customers, and fellow employees. We have no known cases of COVID-19 at Mather. It is out of an abundance of caution that we provide you with steps you should take if you develop COVID-19 symptoms at home or at work or if you have been exposed to a family member or another person who has a confirmed case of COVID-19. We ask you to comply with these policies and procedures for safety and personal protection.

Please follow the procedures below:

If you are at home and are experiencing any of the following symptoms: fever, coughing or persistent cough, shortness of breath and/or difficulty breathing:

1. Call your physician about your symptoms and your exposure. Your physician will decide whether or not you need to be tested. Keep in mind that there is no treatment for COVID-19 and people who are mildly ill are able to isolate at home.
2. Inform your manager as soon as you can and provide your contact information so we communicate with you.
3. Stay home until you have a full release to work from your physician. If this become difficult to obtain, please let us know.
4. Email Jim Monroe at jmonroe@mather.com or call him at (847) 492-6804 or Greg Pilafas at gpilafas@mather.com or call him at (847) 492-6794. Jim or Greg will explain how you will be financially supported by Mather.
5. Report as incident in Riskconnect.

If you are at work and are experiencing any of the symptoms described above:

1. If a mask is available, place it over your mouth and nose
2. Inform your manager
3. Go home immediately
4. Call your physician
5. Follow steps 3, 4, and 5 above

Please know that if you have symptoms of being ill or have a temperature of 100 degrees or higher, you will be sent home from work and expected to take the following steps:

1. Call your physician to discuss your symptoms
2. If cold or flu, can return to work after 72 hours of being symptom free.
3. If your symptoms are consistent with COVID-19 or you receive a positive confirmation of COVID-19, you will need to remain home until you have a full release to work from your physician. Again, if this is difficult to obtain, please let us know.



If you or a family member in which you've had contact within the past 14 days had exposure to or came in contact with another individual who has a confirmed diagnosis of COVID-19, please contact your manager and/or your HR representative immediately. You will need to remain off-work for at least 14 days from the last date of exposure or contact.

If you are ill, if you need to care for a family member who is ill, or if you need to stay home to self-quarantine for 14 days, Mather provides a Leave of Absence program to give you job protection during your time away due to the coronavirus pandemic. If you need to stay home to care for another family member or to self-quarantine you may use your Paid Time Off (PTO). If you don't have adequate PTO in your PTO bank for the time you need to be away from work, you may borrow against future earned PTO. In addition, if you are ill with COVID-19, you may be eligible to use Extended Illness Bank (EIB) upon provision of certification by your health care provider and Short-Term Disability benefits by application to our insurance carrier. Jim Monroe and Greg Pilafas will help you with your benefits.

Should you have any questions or concerns, please contact your Human Resources representative.

Mather is committed to providing you with reliable information. We encourage you to use these online resources:

- Mather Employee and Family Assistance Program: 24 Hour Counseling & Confidential Referral Service, 1-(800) 843-1327. www.resourcesforliving.com. User name: Mather Lifeways. Password: EAP. Provider is Aetna Resources for Living.
- Centers for Disease Control (CDC). www.cdc.gov
- World Health Organization. www.who.int
- Illinois Department of Public Health. www.dph.illinois.gov

Thank you and please stay well.

Mary Leary

CEO and President

Mary Sullivan

SVP, Human Resources