

April 28, 2020

Dear Orrington Employee,

We hope you and your loved ones are healthy and well. Thank you for your continued hard work, support, and flexibility.

**We wanted to inform you that we learned on April 27, 2020, that a Mather employee at headquarters (Orrington location) has a confirmed case of the Coronavirus disease (COVID-19). We spoke with the individual, who confirmed the positive test results and the employee is recovering at home and will be quarantined for 14 days. We wish this team member a speedy recovery.**

As you are aware, Governor Pritzker extended the stay-at-home order through May 30, as part of the state's effort to slow the spread of the Coronavirus disease (COVID-19). The order requires people to stay home as much as possible to protect ourselves, others, and our health care systems.

In the coming week(s), we will look to local, state, and federal guidance to inform the development of a transition plan that will be implemented in a gradual and safe manner. While we do not know the timing of changes at the state or local level, we expect sheltering-at-home requirements to be relaxed in phases and that social/physical distancing will continue to be important.

We continue Team A and B weeks at Orrington, with the majority of us working remotely. Please bring a face covering with you if you come into the office (note: face coverings are now required in Evanston, and will be required throughout the state as of May 1). There are face coverings available for you to wear during your time in the office *if you forget to bring the one we mailed to you*. Hand sanitizer and disinfectant wipes are available in key areas.

**We miss you and are sure you miss each other as well!**

**Some reminders:**

- Team members should not come to Orrington during their "offsite" weeks. (Stick with your Team A or B.)
- Team members can continue to take PTO upon approval by their manager (please submit through Kronos).
- **STAY VIGILANT ABOUT SECURITY.** Don't take resident, customer or employee files or paper documents offsite and don't download data onto flash drives unless the drives are encrypted.
- **Please stay home if you are not feeling well.** The current protocol from the CDC is to self-monitor for symptoms. If you experience any symptoms including: a loss of taste or smell, cough, fever, headache, chills, muscle pain, sore throat, shortness of breath, and gastrointestinal issues such as diarrhea, nausea, or vomiting, please immediately reach out to your physician and notify your manager or your Human Resources representative of your condition. Please note that pink eye, eye pain, or vertigo, as well as discoloration of the toes may also be COVID-19 symptoms.
- We encourage you to continue to protect yourself, your family members, and others with whom you may have contact by practicing "physical distancing" (no closer than 6 feet away for no more than 10 minutes); good hand hygiene by washing your hands frequently for 20 or more seconds; and wearing face coverings that cover your mouth and nose when you are out in public.

We know the dramatic impact that COVID-19 is having on our families, our communities, and our very way of life. What we are facing is daunting and requires all of us to have courage in many ways. But all of our courage and vigilance are worth it to stop the virus from spreading and to keep our communities and neighborhoods healthy.

Thank you for all you do. Stay healthy and well.



Mary Leary  
President and CEO



Mary Sullivan  
SVP, Human Resources