



July 23, 2020

Dear Employees,

The health and well-being of residents, customers, and employees is our top priority and we appreciate all that employees have done to date to protect residents, customers, and coworkers during this pandemic. We expect that you will continue to use safe practices at work, at home, and when out in the community, recognizing the responsibility we all have in protecting the lives of those we serve.

We expect employees who wish to travel to consider a variety of factors when making their decision and share plans with an HR representative. For employees in Illinois who wish to travel, we are following the City of Chicago's Emergency Travel Order, which requires travelers to quarantine for 14 days if they are arriving from any of the listed states.

We hope the following guidelines will help you understand your potential risks and how to evaluate them.

EXPECTATIONS OF EMPLOYEES

Mather has a high standard that employees act responsibly and in safe ways, mindful that they work in the senior living and services industry. Out of an abundance of caution to protect residents and coworkers, we expect employees to:

1. Review considerations for travel and activities and think about the risks associated with the travel or activity being planned.
2. Accept responsibility for protecting yourself and others with safe choices while at work and outside of work.
3. Communicate your travel plans in advance to your manager or Human Resources representative, so that appropriate coverage can be planned for.
4. Engage in safe practices while traveling or participating in activities with others.
5. Pay attention to your health, monitoring for symptoms of COVID-19.
6. **Do not come to work if ill. If you are ill, in most instances you will need to remain out for 72 hours after being symptom-free without the use of fever-reducing medicines, and if ill with COVID-19, for at least 10 days since the onset of symptoms.**
7. Inform your HR representative if you or an individual with whom you live has traveled or participated in activities, or becomes ill with COVID-19.
8. Follow daily precautionary measures:
 - Wear a mask at all times when in public places with others, covering your nose and mouth.
 - Practice social distancing (no closer than 6 feet away) to the fullest extent possible both in public and at home to protect yourself and others.
 - Limit exposure to activities that present risk.
9. Practice daily activities that support your physical and mental health.

RISK

Your personal risk depends on your health and age, the prevalence of COVID-19 in your area, and precautions you take. There's no such thing as a zero-risk outing right now.

“We can think of (COVID-19) transmission risk with a simple phrase: *time, space, people, place,*” says Dr. William Miller, an epidemiologist at Ohio State University. The more time you spend and the closer in space you are to any infected people, the higher your risk. Interacting with more people raises your risk, and indoor places are riskier than outdoors.

TRAVEL AND ASSOCIATED RISK

There are a number of factors to consider regarding travel away from your local community. The Centers for Disease Control (CDC) says, “Travel increases your chances of getting and spreading COVID-19.” They suggest that if you are thinking about traveling, check their travel notices at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html#travel-1>

At this time, CDC and the Department of State recommend avoiding all international travel.

When planning travel, check your state and local health departments and those of your final destination. In thinking about traveling within the United States, consider:

- Is COVID-19 spreading in the community to which you are traveling?
- Is COVID-19 spreading in your home community?
- Will you be traveling within 6 feet of others during travel and at your destination?
- Are those with whom you are traveling more likely to get very sick? e.g., older adults and individuals with serious, underlying health conditions
- Do you live with someone who could get very sick?
- Does your state or local government require self-quarantining for 14 days after travel?
- What is the impact on you if you have to miss work?

Do not travel if you are sick, or if you have been around someone with COVID-19 in the past 14 days. Do not travel with someone who is sick. Types of travel present different risk levels.

Airports, bus stations, train stations, and rest stops are all places travelers can be exposed to the virus in the air and on surfaces. These are also places where it can be hard to stay 6 feet apart from others.

ALL EMPLOYEES:

For employees at all Mather locations: anyone who travels to a high-risk area will be asked to quarantine for 14 days. Mather will refer to the *Washington Post* to identify high-risk areas:

https://www.washingtonpost.com/graphics/2020/national/coronavirus-us-cases-deaths/?tid=sf_coronavirus

ILLINOIS EMPLOYEES:

For employees at all Illinois locations including Orrington, Mather is following the Emergency Travel Order put in place by the City of Chicago on July 2. This order requires travelers to quarantine for 14 days if they are arriving from any of the following states:

Alabama, Arkansas, Arizona, California, Florida, Georgia, Idaho, Iowa, Kansas, Louisiana, Mississippi, North Carolina, Nevada, Oklahoma, South Carolina, Tennessee, Texas, and Utah. The city updates this list every Tuesday, to go into effect the following Friday. For details and the latest list of states, visit chicago.gov/city/en/sites/covid-19/home/emergency-travel-order.html.

If you return to Chicagoland from any of these states while the Emergency Travel Order remains in place, please notify your manager and HR representative and quarantine for 14 days.

RETURN TO WORK AFTER TRAVEL

For travel to areas of the US not listed above and not determined to be a high-risk area, Mather's goal is to return employees to work following travel without a need to quarantine. The employee should contact their HR representative about returning to work. The following pertains:

- Mather reserves the right to review individual situations on a case-by-case basis depending upon the employee's health and travel location
- Mather reserves the right to request that employees be tested for COVID-19.
- The need to self-quarantine for 14 days after travel may be re-evaluated/reinstituted at any time based on the data from Mather's indicators tool.
- Employees returning from travel are expected to use their PTO during the quarantine period or can request an unpaid leave of absence.

For more information about travel:

- CDC - www.cdc.gov/coronavirus/2019-ncov/travelers
CDC: US travel - www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html
CDC: FAQ for travelers - www.cdc.gov/coronavirus/2019-ncov/travelers/index.html
- US State Dept: Info for travelers -
<https://travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html>
US State Dept: Travel advisories by country -
<https://travel.state.gov/content/travel/en/traveladvisories/COVID-19-Country-Specific-Information.html>

OTHER ACTIVITIES AND ASSOCIATED RISK

In thinking about participating in activities, consider the potential risks. We've posted a chart from the Texas Medical Association that clearly ranks the risks associated with common activities: [mather.com/COVID Risk Assessment Chart](http://mather.com/COVID_Risk_Assessment_Chart).

ADDITIONAL RESOURCES

- Illinois Department of Health - <http://www.dph.illinois.gov/covid19>
- Arizona Department of Health Services - <https://www.azdhs.gov/>
- Virginia Department of Health - <https://www.vdh.virginia.gov/coronavirus/>
- Mather Employee and Family Assistance Program: 24 Hour Counseling & Confidential Referral Service - (800) 843.1327 or www.resourcesforliving.com. User name: Mather Lifeways. Password: EAP. Provider is Aetna Resources for Living.

Mather is proud of our employees and appreciates the difficult decisions and adjustments that employees are making in their daily lives to keep each other and our residents safe.

THANKS FOR ALL YOU DO TO BE NEXTRAORDINARY!™



Mary Leary
President and CEO



Mary Sullivan
SVP, Human Resources