



Mather Travel and Activity Guidelines **November 21, 2020**

TRAVEL IS DISCOURAGED AT THIS TIME

- If you must travel, Mather’s travel guidelines continue to be in place. For employees at all Mather locations, anyone who travels to a high-risk area will be expected to quarantine for 14 days. Mather will review CDC, state, county, and city factors and positivity rates to determine if an area is high risk.
- Employees returning from travel are expected to use their PTO during the quarantine period or can request an unpaid leave of absence.
- We expect employees who wish to travel to consider a variety of factors when making their decision and to share plans with an HR representative or their manager.

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. Due to business needs, please understand we may need to deny your request for time away from work.
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 precautionary measures of wearing a mask covering your nose and mouth, social distancing, and frequent hand washing.
9. Practice daily activities that support your physical and mental health. For assistance, contact Mather Employee and Family Assistance Program: 24 Hour Counseling & Confidential Referral Service at (800) 843.1327 or www.resourcesforliving.com. User name: Mather Lifeways. Password: EAP. Provider is Aetna Resources for Living.
10. If you engage in any activities, the actions below can help with maintaining low-risk exposures:

Prepare before you participate in activities:

- Stay home if you have been diagnosed with or have symptoms of COVID-19, if you are waiting for test results, or if you may have been exposed to someone with COVID-19.
- Check with the event host or venue for updated information about any COVID-19 safety guidelines and if they [have steps in place](#) to prevent the spread of the virus.

- Prioritize attending outdoor activities over indoor activities and stay within your local area as much as possible.
- Bring supplies to help you and others stay healthy—for example, [masks](#) (bring extra), hand sanitizer with at least 60% alcohol, and drinking water.

Use social distancing and limit physical contact

- Maintain a distance of at least 6 feet or more from people who don't live in your household. Be particularly mindful in areas where it may be harder to keep this distance, such as check-in areas, parking lots, and routes of entry and exit.
- Select seating or determine where to stand based on the ability to keep 6 feet of space from people who don't live in your household, including if you will be eating or drinking.
- Arrive to the event early or at off-peak times to avoid crowding and congested areas.
- Avoid using restroom facilities or concession areas at high traffic times, such as intermission, half-time, or immediately at the end of the event.

Wear masks

- Wear a [mask](#) that covers your nose and mouth when interacting with other people to minimize the risk of transmitting the virus.
 - Wearing masks is most important when social distancing is difficult.
 - Masks are strongly encouraged in settings where individuals might raise their voices, such as shouting, chanting, or singing.

Limit contact with commonly touched surfaces or shared items

- Use touchless garbage cans or pails and cashless payment options when possible. Otherwise, exchange cash or card by placing payment in a receipt tray, if available, or on the counter.
- Avoid any self-serve food or drink options, such as buffets, salad bars, and condiment or drink stations. Use grab-and-go meal options, if available.
- Use disposable food service items including utensils and dishes, if available.
- [Wash your hands](#) with soap and water for at least 20 seconds or use hand sanitizer immediately before eating food or after touching any common surfaces like hand railings, payment kiosks, door handles, and toilets.

RETURN TO WORK AFTER TRAVEL

For travel to areas in the US not determined to be a high-risk area, Mather's goal is to return employees to work following travel without a need to quarantine. Employees who travel to a high-risk area including outside of the United States will be expected to quarantine for 14 days upon return. 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>

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