

**From:** [Angela Girardi](#)  
**To:** [All Employees](#)  
**Subject:** NJ Executive Order EO-192 RE: COVID-19  
**Date:** Friday, November 6, 2020 2:21:51 PM

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Dear Employees,

Per NJ Governor Murphy's recently issued Executive Order (EO192) and as memorialized in notices on the entry doors to our offices, we must now require everyone to wear a mask upon entering the buildings and when in common areas. This includes, but is not limited to: lobby, hallways, breakrooms, restrooms, and conference rooms. Should you forget your mask, disposable masks are available at the front reception areas.

Also, as a reminder, we will continue to follow CDC & NJ Board of Health guidelines for essential employees who may have been in contact with COVID positive personnel. If you have questions about such a circumstance, please don't hesitate to contact Human Resources.

Thank you in advance for your cooperation and compliance.

Kind regards,

*Angela Girardi*

**Fedway Associates, Inc.**

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