

## Kirk Wolthouse

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**From:** Angela Girardi  
**Sent:** Monday, March 23, 2020 3:27 PM  
**To:** All Employees  
**Subject:** Update: COVID-19 Communication

Dear Employees,

Fedway recognizes the ongoing uncertainty and concern associated with the COVID-19 outbreak.

We continue to take steps to provide for a safe working environment, including enhanced cleaning and reinforcement of common sense personal hygiene habits, pursuant to the guidelines established by the CDC and NJ Department of Health. We have implemented the highest levels of both physical distancing and social distancing procedures throughout the company.

In acknowledgement that the path ahead will continue to provide challenges to us all, we are proactively taking the action of adding immediately five (5) additional sick days to the PTO "bank" for all Fedway salaried and hourly employees.

This additional paid time will provide for the benefit of our employees at a time where we are all committed to standing together in support of our extended Fedway families.

Kind regards,

*Angela Girardi*

**Fedway Associates, Inc.**

**Director of Human Resources**

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