

## Kirk Wolthouse

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**From:** Angela Girardi  
**Sent:** Thursday, June 3, 2021 11:00 AM  
**To:** All-Basking Ridge Employees; All-Elizabeth Employees; All-Mount Laurel Employees; All-Somerville Employees; IMFI Employees  
**Subject:** Clarification: Updated Guidance on Masks in the Workplace for NJ Starting June 4, 2021  
**Importance:** High

Dear Employees,

Further to our message regarding the updated guidance on masks sent on May 27, 2021 , we would like to clarify a few points. As per Governor Phil Murphy's Executive Order, please be advised of the following:

1. When the mandate for masks is lifted on June 4<sup>th</sup>, you must provide proof of vaccination if you wish to cease wearing a mask in the workplace. This may be done by either giving a *copy* of your vaccination card to one of our medical assistants (in Basking Ridge) or sending a copy to **Donna Hewa** in Human Resources for all other locations.
2. If you are not vaccinated or if you cannot provide proof that you are, you **must** continue to wear your mask in all common areas of the workplace.

Please note that all submitted copies of vaccination cards will be kept solely and confidentially in your employee medical file.

Below is a link to the New Jersey Department of Health Covid-19 Business Information page. It sets forth the guidance for workplace safety requirements which the company is following:

<https://business.nj.gov/covid/required-workplace-health-and-safety-standards>

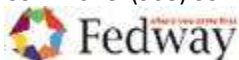
As always, if you have any questions, please reach out to Human Resources.

Kind regards,

*Angela Girardi*

**Fedway Associates, Inc.**  
**Director of Human Resources**

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May 27, 2021

Dear Employees,