

From: [Angela Girardi](#)
To: [All-Basking Ridge Employees](#); [All-Mount Laurel Employees](#)
Subject: Updated COVID-19 Protocols
Date: Friday, July 3, 2020 11:03:19 AM

Dear Fedway Employees,

As the 4th of July is upon us and the state of NJ is slowly relaxing many of its restrictions, we wanted to take a moment to remind you about some of our enhanced (as well as continued) office protocols. As always, our goal is to ensure that you feel safe and secure when coming to the workplace.

- Temperature screening upon entering the Basking Ridge building began this week
 - Licensed medical professionals are stationed at our main entrance and the entrance on the left side of the building from 8am until noon, Monday through Friday, to take your temperature with a *touchless, infrared thermometer*. Please note: the entrance on the right side of building will be inaccessible from the outside until further notice.
- Please report to the office only on the days for which your manager has directed you to do so
- Single occupancy of the elevator
- Limited occupancy of conference rooms and other common areas
 - Please refer to signage for occupancy limitations of our common spaces
- Additional space for breaks and lunches will be provided in the bar area
- Personal accountability to clean communal space after each use
 - In addition to more frequent cleaning and sanitization of our facilities, disinfectant wipes and spray will be provided in all common areas for you to clean your communal space after usage (i.e. lunch tables after eating, conference tables after meetings etc.)
- Each salesperson has been given a kit containing PPE and sanitization items. Please continue to communicate your PPE needs to your manager
- Any non Fedway personnel must have pre-approval from management to enter our facilities
- If you are not approved to be in the building but need IT's services for your PC, you must schedule an appointment directly with a member of IT for a specific time
- All business travel continues to be suspended and will be revisited at a later time
- The Customer Service department and Accounting areas are not to be entered by personnel outside of those departments
 - Checks are to be deposited in the basket at the front desk

Please adhere to the following to ensure a safe and healthy workplace:

- Stay home if you feel sick
- Wash your hands often with soap and warm water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Stay at least 6 feet apart when moving about the workplace
- You may, but are not required to, wear a face mask or cloth face covering in the workplace
- If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands
- When possible, do not use other employees' phones, desks, offices, or other work tools and equipment
- Please notify your manager should you travel outside the state of New Jersey and follow the [New Jersey Quarantine Travel Advisory](#) where you will find domestic and international destinations that require self-quarantine
- Be considerate of your co-workers--remember, we're all in this together!

If you have questions or concerns, please reach out to your manager or a member of the HR team.

We wish everyone a safe, fun-filled 4th of July weekend.

Kind regards,

Angela Girardi

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