

From: [Angela Girardi](#)
To: [All Employees](#)
Subject: CO-VID19 Update - March 16, 2020
Date: Monday, March 16, 2020 12:51:34 PM

Dear Employees,

As we navigate the current health crisis, we recognize this has created a time of anxiety and uncertainty for us all. These are unprecedented times.

Fedway continues to prioritize the safety and well-being of our employees and their families. We believe the best way to face this challenge is by working together.

- We are following the guidance, best practices and practical strategies from the CDC and the NJ Department of Health
- Across all our facilities we have stepped up our rigorous daily cleaning protocols, which include regular sanitization and more frequent deep cleaning of all spaces.
- We are limiting access to our offices and warehouse to employees only as a precaution to protect everyone in this ever-evolving situation.
- We are providing access to childcare time off for employees consistent with the memo released last Friday --

Any employee that needs to access time off for childcare will be accommodated.

At the direction of the employee, the time off will be granted as use of vacation time or other accumulated paid time off compensation. If the employee elects to take time off as unpaid leave, that will also be permitted. Unpaid leave will be renewable with the permission from the direct supervisor every two weeks.

Our company will continue to monitor developments regarding all these matters and be further guided by the inevitable guidelines that will be promulgated by our Federal and State governments regarding this issue.

Kind regards,

Angela Girardi

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