

From: [Theresa Negrin](#)
To: [All Employees](#)
Subject: COVID-19 Reminders and Info
Date: Friday, December 3, 2021 9:53:53 AM

Dear Employees,

We hope everyone enjoyed a wonderful Thanksgiving and start to the holiday season.

We continue to support our employees who wish to get vaccinated. In continuation of our previous vaccination protocols, we encourage all non-vaccinated employees to get fully vaccinated. Vaccines are free and readily available. Resources and information can be found at the [New Jersey Department of Health website](#).

Be reminded that the company will continue to provide access to paid time off to get your COVID vaccine and recover from any side effects.

Additionally, we wanted to take a moment to remind you of our COVID Protocols as outlined by the NJ Department of Health and the Centers for Disease Control*.

1. All employees and guests perform temperature checks at building entrances and sanitize shoes with the Pathogen Solutions stations.
2. Deployment of Synexis BioDefense Systems throughout our facilities.
3. Staggered driver start times to avoid large numbers of drivers waiting to be dispatched.
4. Common areas (Kitchen and Bathrooms) are cleaned several times per day. All offices, warehouses and trucks are cleaned daily. Furniture in common areas and conference rooms have been spaced to provide for social distancing.
5. The company maintains a record of employee vaccination status and requires unvaccinated employees to wear masks in common areas. To submit vaccination cards if you haven't done so already please email: tnegrin@fedway.com.
6. Employees may choose to wear masks regardless of vaccination status.

For employees that interact with customers outside our facilities – such as drivers, helpers & salespeople – we recommend mask wearing indoors according to your comfort level and/or that of our customers. We want to ensure that the preferences of our customers are respected.

For employees hosting guests at our facilities, hosts should remind guests that they need to provide proof of vaccination to the on-site medical personnel or ensure guests are wearing a mask throughout their visit.

If you should have any symptoms of COVID-19 (including fever, shortness of breath, loss of taste and smell), or any other illness, we encourage you to seek medical advice. Should you have a positive COVID test result please report this to Human Resources who will conduct an investigation consistent with [CDC and NJ Department of Health protocols](#) regarding the appropriate contact tracing.

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

Best Regards,

Theresa

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

<https://www.cdc.gov/>

We are Fedway Strong - Together!

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