

From: [Angela Girardi](#)
To: [All Employees](#)
Subject: Corona Virus: Practical Strategies and Common Sense
Date: Tuesday, March 10, 2020 8:21:28 PM
Attachments: [Fedway Memo RE Virus 03_09_2020.docx](#)

Dear Employees:

The world health community continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named “Corona Disease 2019” (COVID-19). At this time, no one knows how severe this outbreak will become.

Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, Fedway is taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors and others. We also want to ensure the continuity of the business operations.

Fedway asks all employees to cooperate in taking steps to reduce the transmission of all communicable diseases in the workplace.

Employees are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your coughs and sneezes with a tissue or your sleeve, not your hands. And discard used tissues in your trash.
- Avoid touching your eyes, nose and mouth.
- Clean and disinfect frequently touched surfaces.
- Avoid people who are sick with respiratory symptoms.
- Get a flu shot – it’s not too late to be protected.

Fedway will provide alcohol-based hand sanitizer throughout the workplace and in common areas. Anti-bacterial wipes will also be provided to clean and disinfect frequently touched objects and surfaces, such as telephones and keyboards.

We actively encourage that employees do not report to work while they are experiencing respiratory symptoms, such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Employees who become sick during the workday should be sent home immediately in accordance with these guidelines.

Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are fever free (100.4 degrees F or 37.8 degrees C) or signs of a fever *without the use of fever-reducing medications*. Many times, with the best of intentions, employees will report to work even though they feel ill.

Please contact the human resources department with any questions or concerns at

(908) 394-6508 or (908) 394-6203.

GET THE FACTS:

Additional guidance and resources are available from the New Jersey Department of Health and the CDC-Centers for Disease and Prevention at:

<https://www.nj.gov/health/cd/topics/ncov.shtml>

<https://www.cdc.gov/coronavirus/2019-ncov/>

You can also find additional information at your local state and county health departments.

Kind regards,

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