

Memo



To: All Team Members
From: Nick Paradise
cc:
Date: April 6, 2020
Re: Coronavirus Precautions During Shutdown

Everyone is aware the decision was made to shutdown daily operations to reduce the spread of the Coronavirus within our Jayhawk team and the community in general. During this time, we will continue to provide wages and benefits to our employees for as long as possible. Please keep the following in mind as a member of the Jayhawk team.

- Not being at work is a protective measure to limit exposure to others and contain the possibility of spread. Since you are receiving pay, you should not be taking other employment for these hours, if you are, we will consider this as vacating your position without notice and you no longer be eligible for pay or return to work after the stay at home is lifted. This does not apply to any previously held additional part time job outside of your normal work hours with Jayhawk. However, you are expected to maintain the CDC guidance of a minimum of 6 feet for social distancing.
- We all need to go to the grocery store, pharmacy, and other essential businesses, consider limiting your trips to once per week if possible, to reduce exposure to others. Many places are offering curbside pick up or delivery to your home, other options you may want to consider.
- Always practice social distancing (minimum of six feet) and encourage your children to do the same. When interacting with playmates, keep in mind they can catch and spread the virus sometimes without showing any symptoms (asymptomatic).
- Hand washing, disinfecting surfaces, wearing disposable gloves and face masks should become part of our normal daily activities.

Thank you, stay safe and we will get through this together.