



Return to Work: Message from the NEWDB

Welcome back!

You'll notice various changes in the way our workplace looks as well as new practices and protocols. We understand these changes may be difficult and we are here to support you. Our goal is to work collaboratively to ensure the safety and security of our employees, customers and guests, as we navigate the complexities of our "new normal." Remember, we are all in this together!

Here are some things we are implementing to help keep our workplace safe and to support you:

- More frequent cleaning and sanitizing.
- On-site security.
- Daily screenings of employees, customers and guests.
- Access to hand sanitizer throughout the workplace.
- Access to PPE—gloves, masks, face shields and cleaning supplies.
- Social distancing (maintain 6 ft distance between yourself and others).
- Delayed or staggered hours so fewer people are on-site at one time.
- More frequent communications on our business, projections, new policies and requirements, your health and safety, and measures we are taking to support you and our community.
- New limits on the use of common areas, break rooms and conference rooms—no more than 10 people should congregate in one place).

Here are some things we expect you to implement to help keep our workplace safe:

- Go home if you feel sick.
- Wash your hands often, and for the recommended 20 seconds.
- Stay at least 6 feet apart when moving through the workplace.
- You may, but are not required to, wear a face mask or cloth face covering in the workplace.
- Be considerate of your co-workers (remember, we're all in this together).
- Call, email, message, or video conference as much as possible rather than meet face to face.
- Be conscious and understanding of your co-workers who may be dealing with child care issues, illness or loss of loved ones, financial insecurity, and other issues.
- Speak with your manager or supervisor, if you have questions or concerns.
- If you receive a positive COVID-19 test notify your supervisor immediately.

Thank you for your patience and cooperation, and welcome back!



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