



As we continue to navigate our current climate in relation to COVID-19, we want to introduce a tool that will allow us to easily and effectively track the status of our employees. This tool, used by our HR team, will provide real-time insights to our leadership team better enabling the management of our teams through this pandemic. Starting today, you will receive an email and/or SMS notification daily asking you to respond with your current status to the following questions:

- I am working as normal [Select](#)
- I am quarantined (pick one):
  - Government quarantine [Select](#)
  - Healthcare provider advised quarantine [Select](#)
  - I am experiencing symptoms of COVID 19 [Select](#)
- I am caring for someone who is under quarantine [Select](#)
- I must care for a child due to a closure [Select](#)
- Other COVID 19 impact [Select](#)

We appreciate your assistance in responding with your daily status and helping us better manage our workforce during these unprecedented times!