

MEMO

To: All American Senior Communities Employees
(Community and Home Office)
From: Human Resources Dept. (B. Neuson, CHRO)
Date: March 8, 2020
Re: UPDATED-Temporary Travel Restrictions Policy

To minimize the risk of transmission of COVID-19, we are putting in place the below temporary travel restrictions. We ask all Employees to exercise good judgment in making all travel decisions.

Employees are advised not to travel internationally or on international cruise ships. Employees may refer to <https://www.cdc.gov/coronavirus/2019-ncov/travelers/> for CDC guidance on travel.

Employees who choose to travel internationally, including on an international cruise ship, will not be allowed to enter an American Senior Communities location for at least 14 days following return to the United States, and will be kept off the work schedule. These employees may only return to work after at least 14 days, and only if the employee is not exhibiting any symptoms of the COVID-19 virus. Documentation proving dates of travel will be required. Employees will not be compensated for the time away from work (Employees may use available PTO) and the attendance policy will be applied to these absences. Also, please note that as the CDC and ISDH issue additional guidance, we may impose additional requirements for returning to work at any time.

Employees exhibiting symptoms of the COVID-19 virus will not be allowed to return to work until cleared by a physician that they meet current CDC and/or local public health guidelines for safely returning to work.

Employees are also advised to use their best judgement in making personal travel decisions within the U.S. Any employee who is notified by a health department that he or she was in close personal contact with a person under investigation or confirmed as COVID-19 must report this to their supervisor and follow self-quarantine protocol.

Employees will not travel outside of the state on ASC business without prior approval from their supervisor. Decisions on out of state travel for business will be made on a case by case basis and pursuant to the most up to date CDC and ISDH recommendations.