



Windsor Resources
127 West 30th Street, 10th Floor
New York, NY 10011

July 17th 2020,

Dear valued customer,

As you are aware, the ongoing COVID-19 pandemic has had an unprecedented effect on daily life and businesses. We know that employees play a critical role in COVID-19 prevention efforts and their wellbeing is our overriding priority. As New York City continues to reopen we have implemented multiple policies to support you and keep the workplace safe.

We have partnered with Mobile Health for quick and efficient COVID-19 testing! Whether it is a returning employee or a new hire, all employees will require a negative COVID-19 test, as well as, complete our Employee COVID-19 Screening Questionnaire. Both will be provided to you before the confirmation of the employee's start date.

To ensure our employee's wellbeing, we will provide them with the CDC's training guide on How to Protect Yourself & Others from COVID-19. They will also be required to complete Windsor Resources' COVID-19 Daily Self-Checklist. There will be a mandatory daily task they must submit to their Windsor Resources Representative before reporting to work. This checklist ensures each employee is monitoring their symptoms and addresses NYS travel restrictions.

Please find copies of CDC's training guide on How to Protect Yourself & Others from COVID-19, Employee COVID-19 Screening Questionnaire & Windsor Resources' COVID-19 Daily Self-Checklist following this letter.

Thank you for your continued trust! We will do everything in our power to help you navigate the challenges of our new normal. If you have any additional questions or concerns regarding our new policies, please do not hesitate to contact me.

Best,

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