



Date: July 28, 2021

Memo: To All Associates

From: Mark Adams

Re: Updated CDC Guidance to our Infectious Disease Policy

As you are aware the COVID-19 pandemic transmission rate is rising dramatically across the country. Adams Publishing Group has taken preventive measures against COVID-19 for the past year-and-a-half to help keep you, our entire staff, your families, and our customers safe. We have worked under some uncertain and often stressful conditions, and you have helped make possible the continuation of our essential operations.

The Delta variant transmission rate increase has resulted in the CDC and OSHA issuing new official guidance for both the vaccinated and the unvaccinated. **Adams Publishing Group will implement CDC guidelines in our operations starting Monday, August 2, 2021.** If your operation is located in a county reporting Substantial or High infections rates:

1. All associates, vaccinated or not vaccinated, will be required to wear a face covering while in the building and remain six feet away from your co-worker and follow all other procedures we currently have in place. Notification of the CDC status will be provided by your Regional President on a weekly basis.
2. If you travel outside the state, a Covid-19 test is required and must be negative prior to re-entry to any APG building.

Adams Publishing Group strongly encourages vaccinations but understands it is a personal choice only you, the Associate, can make. Our Associates are at increased risk of contracting COVID-19 and spreading it to others because work-related duties must be performed on-site and involve being in close contact (within 6 feet for a cumulative total of 15 minutes in a 24-hour period) with the public or co-workers.

Getting the COVID-19 vaccine gives you an added layer of protection against COVID-19 and could also protect your coworkers and your family. Here are some key points about COVID-19 vaccination:

- All COVID-19 vaccines available in the United States are very effective at preventing the disease.
- The most common side effects are pain in the arm where you got the shot, feeling tired, headache, body aches, chills, and fever.
- Stopping a pandemic requires using all the tools we have available—wearing masks, staying at least 6 feet from people who don't live with you, avoiding crowds and poorly ventilated spaces, washing your hands frequently, and getting vaccinated.