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Sent: Friday, March 27, 2020 6:25 PM

Subject: Notification of EPA R3 employee testing positive for COVID-19

This message is being sent bcc to R3 EVERYONE; please do not reply to all.

Colleagues,

This afternoon, we learned that an employee who works on the 8th floor of the Region 3 Office at 1650 Arch Street, Philadelphia, received a diagnosis of being positive for COVID-19. The employee is under a doctor's care and is recovering from home. I know you join me in wishing them a speedy recovery.

This employee was last in the office on March 16th and attended meetings on the 8th and 16th floor.

We are asking all employees who work on or had meetings on the 8th and 16th floor to self-quarantine until March 30, 2020. Further, in addition to this office-wide notice, we plan to contact specific employees who the management team has identified as having contact with the employee during this period. Please note, all of the affected areas, including common areas in the building (lobby, elevators) and the common areas on the 8th and 16th floor (pantry; restrooms) will be disinfected in accordance with CDC guidelines. If you have been in these areas since March 16th you should self-quarantine two weeks from the last day you were in the office.

Please work with your supervisor regarding your specific circumstances. Education and prevention are our strongest tools against infection. Stay informed by visiting the [CDC's CoVid-19 website](#) and the [CoVid-19 intranet page](#) frequently to get the latest news for yourself and your loved ones.

The safety and well-being of you and your families is paramount. I can't stress enough that we should all follow the CDC guidance about CoVid-19 to [prevent illness](#) and [recognize symptoms](#). Continued communication throughout this rapidly evolving situation is critical, and we will provide further guidance as new information becomes available.

Thank you for your continued dedication to our mission and patience as we deal with this emerging issue. If you have any questions, please talk to your supervisor.

Thank you.

Cos