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**Sent:** Monday, March 30, 2020 9:51 AM

**Subject:** Third employee test positive for COVID-19

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

Colleagues,

This morning, we learned that an employee who works on the 12<sup>th</sup> 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 18<sup>th</sup> and was only on the 12<sup>th</sup> floor.

We are asking all employees who work on or had meetings on the 12<sup>th</sup> floor to self-quarantine until April 1, 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 12<sup>th</sup> floor (pantry; restrooms) will be disinfected in accordance with CDC guidelines. If you have been in these areas since March 18<sup>th</sup> 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.

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