

Dear Staff,

Berkshire County Arc is concerned about the health and safety of all employees and the individuals we serve.

During the current COVID19-Corona Virus pandemic, we will waive the need for a doctor's note to return to work for those that are out with symptoms related to COVID19. This is a **temporary** waiver only. When the pandemic ends or if guidance changes, we may change the requirements to return to work.

As of 3-13-2020, if you have been quarantined for exposure or were sent home or stayed home with symptoms of COVID19 (fever over 100 degrees Fahrenheit, cough, shortness of breath) then you must complete and sign the attached attestation and give it to your manager **before** you return to work. You cannot clock-in until your supervisor/manager has this signed document in hand. This attestation **does not** apply if you were diagnosed with a CONFIRMED case of COVID19. If you had a confirmed diagnosis, we will need a doctor's note to return.

We are waiving the required note **ONLY** for those with symptoms of COVID19. Any employee that is out for any other reason (such as illness or injuries) must still follow the policy in our Employee Handbook for returning to work.

Thank you,

Kristi Nastars

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