

December 3, 2020



Dear Liv Team Members,

Rising case counts and hospitalization rates in both Michigan and Arizona require us to refocus our efforts to keep our teammates and residents safe by ensuring we all follow the COVID-19 safety protocol implemented this spring. **We need to keep the virus out of our communities and offices.**



If you have any symptoms of COVID, please reach out to your supervisor and the Liv Well Task Force at [livwell@livcommunities.com](mailto:livwell@livcommunities.com). This is required of those who work in the **office and at home**. If you routinely work in the office and have any symptoms, please do not report to work. Stay home, contact your supervisor and develop an action plan for safety.

## WORK SAFETY PROTOCOL

- Each Liv Community and/or Liv offices (MI and AZ) have one common entry point.
- No side doors can be used for your initial entry of the day.
- You must be screened or self- screened prior to working in the community or office.
- **Sanitize your hands!** This must be done prior to grasping a pen or touching any surfaces like the time clock or technology sign-in screens. After you screen, re-sanitize your hands.
- You must wear your mask when walking through the office/common spaces.
- Continue to sanitize spaces and objects throughout the work day.



Please continue to practice all safety measures which are known to decrease the chances of infections, including: hand washing, wearing a mask and practicing social distancing. **We ask that you practice the safety protocol at work and during your private life.**

All protocol is in place to keep you and others safe from the risk of spreading COVID-19. If you have any suggestions on additional safety protocol or questions or concerns, you may send thoughts to the Liv Well Task Force at [livwell@livcommunities.com](mailto:livwell@livcommunities.com).

Sincerely,  
The Liv Well Task Force