



March 11, 2020

Dear Employee,

As you are undoubtedly aware, there are increasing concerns about the spread of Coronavirus (COVID-19), both here in the US and abroad and how it may impact our Lions Gate employees and families. Our medical and healthcare teams, along with senior leaders are diligently monitoring daily updates put forth by the Centers for Disease Control (CDC) and state and local health departments, and promptly enacting their recommended guidelines. In addition, we have activated our Emergency Preparedness Planning Team so that we have the resources and support in place should a confirmed case of COVID-19 occur in our facility. The health and safety of our employees is a priority.

The Centers for Medicare and Medicaid Service (CMS) Guidance for Infection Control and Prevention of Coronavirus (COVID-19) has recently issued additional guidelines which Lions Gate will be implementing at our campus. In adherence to the CMS recommendations, **effective Wednesday, March 11, 2020, Lions Gate will be restricting visitation for all family members, friends, volunteers, schools, vendors such as entertainers, lecturers, etc., until further notice.** Certain situations in which visitors will be permitted include end of life situations or when a visitor is essential for the resident's emotional well-being and care. Visitors will need to complete a questionnaire when they enter the building to ensure they are safe to visit.

Lions Gate continues to follow CDC recommendations to prevent the spread of the COVID-19. The number one recommendation from experts is to wash your hands regularly and for at least 20 seconds. We have increased the frequency that Sodexo is cleaning our facility including handrails, doorknobs, elevator buttons, phones, etc., using approved disinfectant specifically for COVID-19. However, it is everyone's responsibility to do their part in keeping your personal work surfaces clean.

We are also asking you to take note of the following:

- Employees are not permitted to come to work with any signs of a cold, fever, cough or respiratory infection as they may be signs associated with the COVID-19 virus. If an employee does show up to work with any signs or symptoms of an illness, the employee will be immediately sent home. If you are out of work for 3 days or more, you will need to contact Human Resources to be placed on a Leave of Absence. You will not be able to return to work until you have been cleared by your medical provider.

- Please ensure that your personal and emergency contact information is up to date in Paycom and Onshift.
- Employees who return from vacation are required to complete a questionnaire regarding their recent travels. Based on the responses, you may be able to return to work immediately, require self-quarantine for 14 days or not return to work for 21 days. Our Wellness Nurse and Infection Prevention Nurse will work with you to determine your readiness to return to work.
- Look for COVID-19 updates in your email or on company approved bulletin boards.

We will continue to monitor COVID-19 and explore all options to continue the operation of our business such as contingency staffing, work from home and telecommuting options. We understand that the uncertainty associated with COVID 19 may at times create concern for our Lions Gate employees and their families. We will continue to update you with important information as it develops.

And most importantly, if you feel sick and are exhibiting signs of a cold, fever, cough or respiratory infection, **do not come to work**. It is important to monitor your health closely.

Best Wishes,

Susan Love  
CEO