

To: FNB Teammates
From: Chris Ekstrum
Date: September 18th, 2020
Subject: COVID-19 Updates

FNB Teammates,

As with so much in this ongoing pandemic, the answers are not always clear. As leaders at FNB, we hope that you operate within the spirit of the COVID-19 guidance provided. We continue to evolve our practices as the pandemic continues. Here are a few updates on masks, team rotations, and meetings.

1. To mask or not to mask? The CDC recently encouraged everyone to wear a face covering when unable to socially distance because some people with COVID-19 never show symptoms; the extra layer helps prevent the spread of the infection.

- **Why mask?** You could spread COVID-19 to others even if you do not feel sick. The mask protects other people if you are infected. Everyone should wear a [mask](#) when other [social distancing](#) measures are difficult to maintain. Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing.
- **When to wear a mask?**
 - **Teammate Mask / Covering Not Required:** If you are sitting at your workspace and no other individuals are within 6 feet. If you are sitting at your workspace, and there are barriers in place to create separation from other individuals less than 6 feet away.
 - **Teammate Mask / Covering Expected:** If you get up from your workspace or cannot maintain a distance of 6 feet, you are expected to wear a face covering. Cover your mouth and nose with a mask when around others.
- **Special Note:** Teammates whose health or safety is at risk by wearing a mask or cloth face covering are not required to do so. If this applies to you, please contact Employee Experience.
- **Paper Masks and Hand Sanitizer.** We have ordered and will place paper masks at hand-sanitizing stations, lobbies, and common use areas. Please contact our Maintenance Department if you need additional supplies.

2. Team Rotations: The purpose of team rotations is to ensure that we have adequate staffing in critical roles while ensuring that people aren't unnecessarily in more crowded workspaces. Team managers are being asked to consider or continue the structure of A-B rotations to begin Monday, September 21st, 2020. The A-B team structures consist where part of a team will be out of the office and working from home, while others are in the office.

3. Meetings. Avoid in-person meetings. Use online conferencing, email, or the phone when possible (even in the same building).

- Unavoidable in-person meetings should be short and in a space where people can sit at least six feet from each other.
- In-person meetings in conference rooms may occur provided adequate social distancing can be maintained.

- Consider an outdoor box lunch or a virtual lunch with teammates instead of an in-person lunch meeting in close quarters.
- We prefer an open door policy at FNB. Unfortunately, open doors may invite the spread of COVID. Please close office doors when possible.

While none of us likes to be restricted, COVID requires us to be thoughtful of the health and well-being of others in addition to ourselves. We ask for your understanding and flexibility as we manage through the uncertainty of COVID.

Be well and be safe, everyone.

Chris