



April 28, 2020

## COVID-19 Coronavirus Update: Ohio Reopening

Dear Azimuth Dayton Family:

Per Governor DeWine's address to the State of Ohio on Monday April 27th, 2020, certain aspects of our great state will begin to reopen. Based on the information provided by Gov. DeWine, Azimuth corporate office will begin a "soft" opening as of May 4, 2020.

\*Wright Patterson is maintaining a closed posture until 30 June according to current information.

First and foremost, I still prefer that you work from home, if possible. Any of our personnel with pre-existing health conditions are strongly encouraged to continue to shelter in place.

For those of us that choose to return to our physical location, we now will have two locations to work from. Our former location at 4027 Colonel-Glenn Highway is still ours until 30 May. However, as you know we are in the process of moving to our temporary space so there is limited space in which to work. If you still have items to be packed, please schedule your time in the old office with Craig Teeters as soon as possible. We are continuing to limit the amount of personnel in the office at the same time.

The temporary space is open to us and is located at 2970 Presidential Drive, Suite 150, Fairborn. As a quick reference the building is across the street from the Wright-Patt Credit Union, near Wright State University. There is quite a lot of open space in the temporary offices and desks are available to perform your work. Internet should be up and running by May 4th. More information will follow regarding phone service and access to the new space.

If you plan to work from the office the following conditions must be met:

1. Employees and customers **MUST** wear a mask at all times.
2. You must maintain social distancing of six feet apart.
3. You must perform a daily health assessment, which will include having your temperature taken to ensure you do not have a fever.
4. Continue to maintain good hygiene practices, including comprehensive hand washing and covering your mouth/ nose if you cough or sneeze.
5. Clean/sanitize your work area **EACH DAY**.

As an employer, Azimuth will (at minimum):

1. Ensure no more than 50% of the fire code maximum be exceeded in either office at any time.
2. Provide extra cleaning and sanitizing services.
3. Ensure that you will have cleaning supplies and masks as we are able to procure them (as you know, this is very challenging at this time).

Please stay in contact with your Manager/Program Manager to communicate your planned schedule and to communicate any needs.

I'm looking forward to seeing you all (happy and healthy)!

Valerie K Rossi, CEO/President