



ALEXANDER WOLF & COMPANY, INC.
Providing Service for More Than Forty Years

Please direct all communication
to our Corporate Headquarters

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March 19, 2021

To: All Staff Members

Legal Dept Fax:
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Re: COVID-19 Vaccine Paid Time Allotment & Updated Travel Policy

Dear Staff Members:

We are aware of additional updates from New York State relating to COVID-19. Kindly review and note below:

- Vaccines- The New York state legislature passed Bill S2588A/A3354B, that granted all employees paid leave time for the COVID-19 vaccination, not to exceed four hours per vaccine dose, to be vaccinated for COVID-19. This time must be paid at the employees' regular rate of pay for the entire leave period and will not be charged against any other leave the employee has earned or accrued.
- Travel Restrictions- Governor Andrew M. Cuomo today announced that domestic travelers will no longer be required to quarantine after entering New York from another U.S. State or U.S. Territory starting April 1st. While no longer required, the New York State Department of Health still recommends quarantine after domestic travel as an added precaution. Mandatory quarantine remains in effect for international travelers. All travelers must continue to fill out the Traveler Health Form. Individuals should continue strict adherence to all safety guidelines to stop the spread - wearing masks, socially distancing and avoiding gatherings.

Regardless of quarantine status, the Governor advises that individuals exposed to COVID-19 or returning from travel must:

- Continue daily symptom monitoring through Day 14;
- Continue strict adherence to all recommended non-pharmaceutical interventions, including hand hygiene and the use of face coverings, through Day 14 (even if fully vaccinated);
- Must immediately self-isolate if any symptoms develop and contact the local public health authority or their healthcare provider to report this change in clinical status and determine if they should seek testing.

Please advise your designated property manager of your intent to schedule the vaccine and if you do, when it is completed; in addition to any travel plans.

Very truly yours,

ALEXANDER WOLF & COMPANY, INC.

cc: Board Members/Clients