



Date: April 30, 2020
To: All Illinois Team Members
From: Corporate Human Resources
Subject: Face Masks required in Illinois

Effective May 1st, the State of Illinois requires everyone to wear a face mask when they report to work. The mask should be worn at all times when it is impractical to maintain six feet of physical distance between themselves and others. NAL will require everyone to wear a company issued mask while in any facility. Please review the following guidelines for more information.

All Team Members will be issued 1 general pleated-style face mask as needed.

If a mask becomes damaged, soiled or otherwise unusable, Team Members may request a new one from their Supervisor.

Team Members may not bring masks from home at this time.

Exceptions where masks may be temporarily removed:

- Working alone in an office or at a desk with no interaction with other people and no other people within six feet.
- In break areas while seated at break table, and no closer than six feet to any other person.
- The trainer/speaker in training classes/meetings may remove mask for clarity of speaking if presenting more than six feet from others.
- If a Team Member is having respiratory issues with their mask, they should immediately contact their Supervisor or local HR Department. They will be referred to their health care professional for further guidance on the most effective face covering to prevent the spread of viruses given their underlying conditions. They cannot return to work until they provide medical clearance and/or NAL is able to meet their restrictions.