



## Travel/Return to Work Policy and Procedure

Senior Living Communities, LLC, Wellmore, Live Long Well Care, Maxwell Group, Inc. (the “Company”) are committed to keeping our employees, members, visitors and guests safe. The company continues to monitor the Coronavirus Disease 2019 (now referred to as “COVID-19”). Following are important updates and guidelines for employees. In developing these guidelines, we have given particular consideration to the vulnerable populations served at our communities.

### Travel:

The Company will comply with all heightened travel advisories that may be issued by the Centers for Disease Control and Prevention (“CDC”) and the U.S. Department of State and will restrict any Company business travel to those affected areas accordingly.

Until further notice, if an employee travels to, from or through any affected areas that are the subject of a heightened travel advisory of “Level 3” or greater by the CDC or the U.S. Department of State (see links in [Resources](#) below for specific travel advisory information), has direct contact with someone who has traveled to, from or through such affected areas, or has otherwise potentially been exposed to COVID-19, contact Home Office Human Resources prior to returning to work at the Company. This requirement includes any personal, vacation or other travel by an employee. The employee may be required to work from home or remain off work for 14 days following his or her return from an affected area or following his or her potential exposure to COVID-19. In determining the appropriate precautionary measures to take, the Company will consider the facts and circumstances of the employee’s recent travel, including, but not limited to, the duration of the trip, the areas visited, the amount of time the employee has been back after traveling, and the employee’s symptoms, if any.

### Employee and Member Health and Safety:

- Please continue to use common sense precautions to avoid the spread of illnesses and all other precautions already required by the Company, such as proper handwashing, use of hand-sanitizer. Please refer to the company policy and procedures regarding handwashing and hand-sanitizing.
- As always, if you are sick or feeling ill, please stay home to avoid infecting others. If you are showing symptoms of any contagious infection, you are expected to remain home and use any available personal time off (“PTO”).
- Employee medical information provided to the Company will be kept confidential in accordance with applicable law.

### Resources:

- For current travel advisories relating to COVID-19 in the United States, please visit the [CDC](#) the [U.S. Department of State](#).
- For up-to-date information on COVID-19 and specific guidance on preventing the transmission of viruses, visit the [World Health Organization](#) or the [CDC](#).

The Company prohibits discrimination against any employee based on national origin, race, ethnicity, disability, and all other protected categories. This guidance will not be applied on any discriminatory basis and will be applied in a manner consistent with all legal requirements.

If any employee has any questions or concerns about this guidance, please contact the Home Office HR Help Line @704.815.7356.