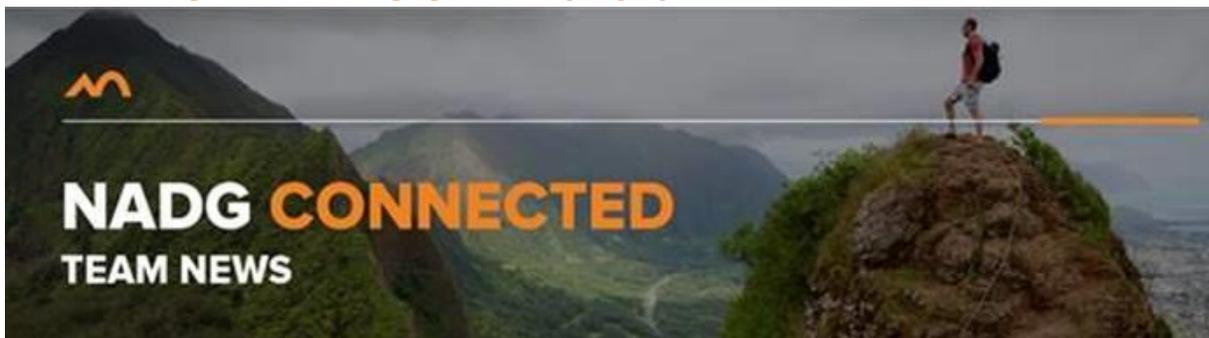


EMAILED TO ALL NADG ON 11.20.2020



Hello NADG family,

The COVID-19 pandemic continues to threaten our communities with new record high cases across the country. Even with the recent news about a promising vaccine in development, the threat of COVID-19 remains very real and the consequences are alarming if we let down our guard.

We must remain vigilant in continuing the safety measures we've established in our practices **AND** in maintaining the practices we've adopted in our personal lives.

We are also implementing the following additional policies to help reduce the spread of COVID-19:

PRACTICE POLICIES

MORNING HUDDLE POLICY:

1. Conduct huddles in a room with enough space to allow proper social distancing – minimum of 6 feet between team members
2. Always wear a mask
3. If you do not have adequate space inside the practice, find alternatives where team members can socially distance (i.e. micro huddles, outside, or Microsoft Teams)

[Click here](#) to view the correct way to hold a socially distant morning huddle.

BREAKROOM POLICY:

1. Reduce capacity to 25% (i.e. if breakroom has 8 chairs, only 2 are allowed)
2. Keep a safe distance in the breakroom – a minimum of 6 feet apart
3. Always wear a mask
4. Stagger lunch breaks
5. [Click here](#) to review the **updated breakroom flyer**. Please print and post on the breakroom door – replacing the flyer that was shared on 11/13.

HOLIDAY SOCIALIZING RECOMMENDATIONS:

1. Given the rise in cases, we do not recommend gatherings of any kind or at any location.
2. Sharing of food such as in-office potlucks is not permitted
3. Follow CDC guidelines to celebrate holidays safely: [CDC COVID-19 Thanksgiving Holiday Recommendations](#)

COMPANY TRAVEL & MEETING POLICIES

The temporary travel policy change to restrict all airline travel and large group meetings has been extended **through January 31, 2021**. This includes, but is not limited to: Regional meetings, study clubs, and CE events. Please follow the below guidelines:

TRAVEL

1. Do not share cars with other team members
2. Only visit 1 practice per day (2 practice visits/maximum, if needed)
3. Skip a day between practice visits (i.e. Travel MWF OR T/TH, not all 5 days)
4. Adhere to CDC [travel recommendations](#) for personal travel and follow state-specific guidelines for quarantine and testing

Review the updated NADG [travel policy here](#).

MEETINGS:

- Do not dine with other team members or organize team dinners
- Conduct meetings [virtually](#) instead of in-person

As always, we appreciate your commitment and efforts as we continue to work together to ensure we keep the safety of our patients, teams and families our #1 priority.

With appreciation,

Dr. Andrew Matta
Chief Medical Officer

Kristen Kerns
Chief Operating Officer