



April 17, 2020

Dear \_\_\_\_\_ ,  
(Print Name)

First, I would like to thank you all for your support and dedication to the Philadelphia Protection Unit. You all are truly valuable employees and we could not commit to protecting our communities without each of you. As you all know the Coronavirus Disease 2019 (COVID-19) has brought about a lot of changes in the United States. On March 19, 2020, the state of Pennsylvania issued a Stay-at-Home directive, which required all indoor malls, shopping centers, and many businesses that are considered non-essential to be shut down. Also, curfews are being put in place to lessen the spread of the virus. The Philadelphia Protection Unit (PPU) is exempt from this mandate as we are considered an essential business who provides public safety. Nevertheless, we want the guards to be protected and to practice safety first.

Our client, and the public at large, rely on us to keep our communities safe and secure. Therefore, it is critical that you report to work every day. Please understand that you are NOT violating these mandates by reporting to work. If anything changes, you will be notified as soon as possible. If you have any questions regarding these mandates, please contact your direct supervisor.

Our employee's safety and health are vital, we are working to get Personal Protection Equipment (PPEs) which may include gloves, mask, and cleaning supplies. We ask that you don't take home any of the PPEs that we provide to you, as everything is limited. If you have a compromised immune system or a chronic condition you are at a higher risk for contracting the virus and we encourage you to stay home. Also, if you live with children or anyone elderly these individuals are also more susceptible to contracting the virus so be sure to remove your work items prior to going into your home and wash those items separately from other clothes. We understand if you decide not to come to work due to the severity of this disease and all we ask is that you please notify us if you make this decision. Also, please know that we may not be able to hold any positions if you decide you can no longer work your shift. If for any reason you feel like the working conditions are not safe please reach out to your direct supervisor for assistance.

Please visit this link for more details about the Coronavirus Disease 2019 (COVID-19).  
<https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

**Please Note: You are not being forced by The Philadelphia Protection Unit or Presidential Staffing Solutions to work. Please be aware that you have been given information about Coronavirus Disease 2019 (COVID-19) which includes what you need to know about the virus, signs and symptoms, how to protect yourself, how it spreads, and things to do if you think you are sick. If you agree and understand, please sign the bottom of this letter and return it.**

We thank you for your dedication to the company and we encourage you to stay safe during this trying time. If you have any questions or concerns regarding this letter, please contact the Human Resource Department.

Nicole Cox  
Human Resources  
Philadelphia Protection Unit  
(210) 488-7279 or (504) 377-2139  
[humanresource@presidentialstaffing.com](mailto:humanresource@presidentialstaffing.com)

Sincerely,



Clinton Craddock, CEO  
Philadelphia Protection Unit, LLC

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Employee Signature

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Date