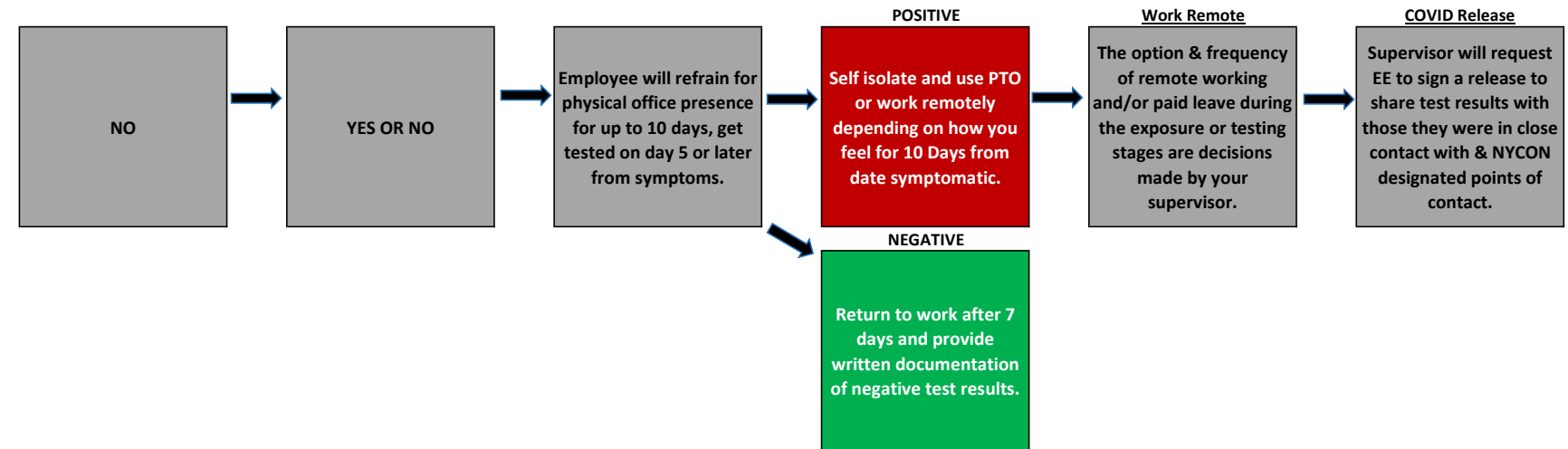
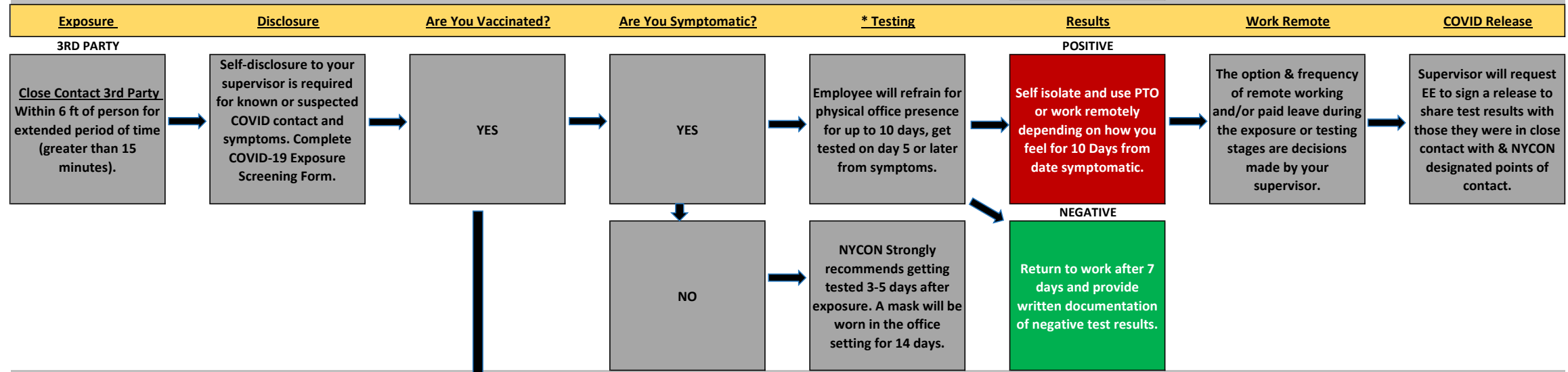
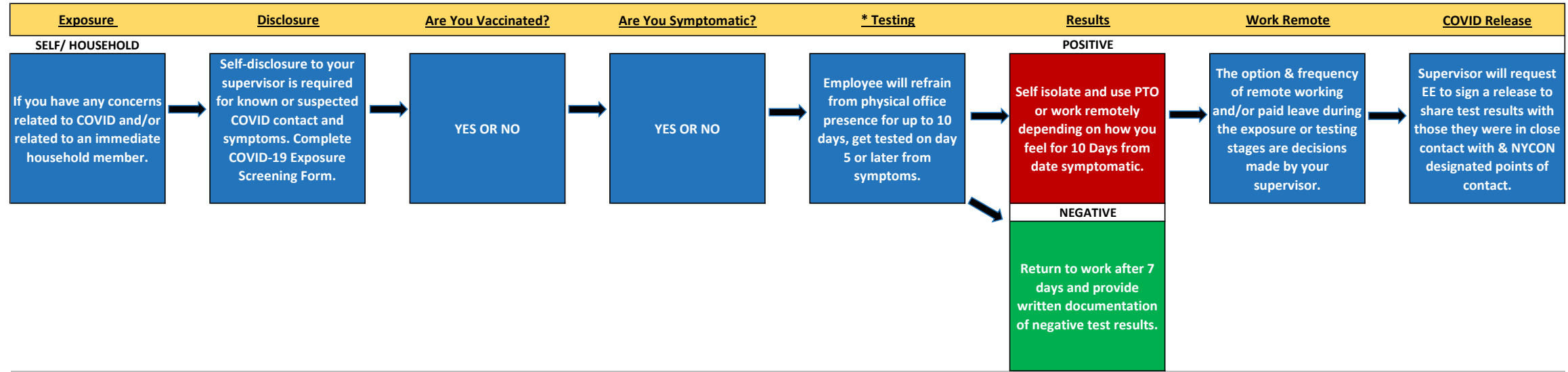


NYCON is relying on employees to self-disclose any known or suspected COVID contact. All employees are to follow the NYCON protocols below for the safety of yourself, work colleagues and others with respect to exposure, disclosure, and testing positive, as well as decisions regarding travel and remote working.



OTHER:

MASK MANDATE If CDC, NYS and/or local authority revert to a mask mandate, all NYCON employees, regardless of vaccination status, will wear a mask while physically present in our offices or interacting with clients in - person.

TRAVEL Travel on behalf of the organization must be approved by an employee's supervisor. Travel to a COVID "hot area" (link provided) requires testing and providing proof of a negative test before returning to physical presence in any of our office locations.

***TESTING** To encourage testing and with respect for your privacy whenever employees may have a concern, NYCON will provide over the counter testing for all employees. These tests will be available in all corporate office bathrooms in the cabinets under the sink. There are 2 tests per kit, instructions are provided, on-site testing is preferred.

MEETINGS If you may have been exposed as defined herein, you are not to have any in-person meetings with NYCON clients or vendors.