



**Volunteers of America®**  
LOS ANGELES

Date: April 24, 2020

From: Veronica Lara, COO  
Cynde Herman, Sr. HR Director

SUBJECT: **It's the LAW! Even life or death...**

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**You are important to us! which is why we require you to follow the safety protocols:**

- Wear your mask covering your nose and mouth at all times, putting it on before you enter your work site
- Maintain social distance of  $\geq 6$  feet at all times
- Wash and/or sanitize your hands frequently
- Follow coughing and sneezing protocols
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Stay home if you are sick

**Why should you care?**

- You want to protect yourself and your family
- You don't want to break the law, be fined, and/or be imprisoned
- You believe in the mission of VOALA and want to safely care for the clients we serve
- If you don't comply, your actions and choices could hurt your community
- You don't want to burden the healthcare system with exposing others who might get very sick

**Join us to make a difference!**

- We look to each of you to role model and set an example for others by following the requirements
- Because we care for each other and ourselves, please kindly ask those around you to follow the safety protocols if they forget.

**What happens if you don't follow the safety protocols?**

- LA County Sheriff and/or Police may fine you, imprison you, or both
- You may be sent home without pay
- You may receive disciplinary action up to and including termination

**Please be safe and know that we need you to help keep us all safe!**