

Exhibit A

MEMO



TO: NEELIE PANOZZO

FROM: Human Resources Department

DATE: December 13, 2021

SUBJECT: Employment termination notice

The temporary restraining order imposed by the Kankakee state court expired on December 5, 2021. Thereafter, the parties agreed to a continuation of the spirit of the order until December 27, 2021. If there is not a subsequent order by the federal court (where the case has been moved) to grant the plaintiffs a preliminary injunction, Riverside will proceed with enforcement of its COVID-19 vaccine policy.

Because you have not documented receiving the COVID-19 vaccine as required under Riverside policy, we are notifying you that you will be terminated from employment on January 3, 2022. If you choose to receive the vaccine prior to midnight on January 2, 2022, your employment with Riverside will continue.

This is the second notice you have received regarding your failure to comply with the vaccine requirement. If you have received this letter or the previous letter dated September 27, 2021 in error, please help us correct our records by presenting your vaccine documentation to Employee Health and by informing Susan Doran, Employee Health Nurse, at Employee Health at 815-935-7256 extension 35502.

If you have additional questions concerning the COVID-19 vaccine program policy or this correspondence, please contact Human Resources at 815-935-7547.