|  |
| --- |
| Ms. Diane RabinowitzDirectorHuman ResourcesZeppelin Communications LTD.227 First Street, Suite 222Cleveland, OH 42367 Dear Ms. Rabinowitz, As per our conversation this morning, I am submitting this letter to request an accommodation to work from home. I have already covered the details of this matter with my manager and I hope to get this approved quickly. Due to the recent events regarding COVID-19, the CDC and the WHO are recommending to stay at home whenever possible to slow the spread of the virus. Beyond the general population risk, additional risk factors in my home life make it imperative that I avoid contracting the virus. I am prepared to work effectively from home. My overall desire is to minimize disruption as much as possible. I agree to periodic review of this accommodation, if granted. I appreciate your prompt attention to this matter. Respectfully,Leonard G Barnard |