

Memo: Coronavirus and Flu Prevention

Date: March 12, 2020

To: All employees

The world health community continues to monitor closely the emergence of the coronavirus. At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others. We also want to ensure the continuity of business operations as best we can during this pandemic.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.

We will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Many times, with the best of intentions, employees report to work even though they feel ill. We will provide additional paid sick time and other benefits to compensate employees who are unable to work due to coronavirus illness or quarantine. Employees who report to work ill will be sent home in accordance with these health guidelines.

We ask all employees to be cautious with any personal travel. If it is known that an employee has traveled to a location that has been affected with the virus, we may ask for proof that you are medically well before returning to work.

We will continue to monitor the situation and make any changes to this plan as new information becomes available.

Please contact the human resources department with any questions or concerns.