

Employee Memo: Coronavirus and Flu Prevention

Date:

To: All employees

From:

By now, you've surely noticed increased media coverage surrounding the global spread of the SARS-CoV-2 (often referred to as "COVID-19" or "coronavirus"). The COVID-19 coronavirus outbreak has spread rapidly across the globe and presents a unique public health challenge that is compounded by the uncertainties associated with its spread and severity. At this time, no one knows for sure how severe this outbreak will be. We have been tracking the COVID-19 coronavirus outbreak for several weeks. This includes monitoring official and media reports on the spread of this virus as well as reviewing and assessing operating procedures to reduce the risk of infection to both customers and employees should this threat become localized.

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. Your safety is our priority.** We also want to ensure the continuity of business operations during what the [World Health Organization has now classified](#) as a pandemic.

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

- Stay home if you are sick.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.
 - If soap and water aren't available, or in addition to soap and water, use an alcohol-based sanitizer that is at least 60% alcohol.
- Cover your mouth with tissues whenever you sneeze. Discard used tissues in the trash.
- Avoid close contact with anyone who is sick with respiratory symptoms.
- Sanitize and disinfect frequently touched surfaces.

Whenever possible, the Company will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays, sanitizing solutions and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as countertops, door knobs, telephones and keyboards and other computer equipment.

Employees are encouraged to modify their normal meeting practices and use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak. Speak to your supervisor or IT if you need assistance with this technology.

If you become ill, 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 provide paid sick time and other benefits to compensate employees who are unable to work due to illness.

In order to further protect our employees, the Company will consider making telecommute or work from home arrangements for employees on a case-by-case basis. Employees should speak with their supervisor or human resources for more information. While not all positions are conducive to telework, those positions with primary job duties that can be effectively performed remotely will be given consideration.

Thank you – we are here for you. Please contact your supervisor or the human resources department with your questions and concerns.