

## Coronavirus Guidelines and Response Plan

### Guidelines:

The world health community continues to monitor closely the emergence of the “coronavirus disease 2019” (COVID-19). 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 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 given the potential for a greater spread of the virus.

### **What you need to do:**

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.
- Stay home when someone you have had contact with has been diagnosed.

Patients with Coronavirus have reportedly had mild (80%) to severe illness (14%) all with the primary symptoms of:

- Fever
- Cough
- Shortness of Breath

If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include:\*

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

\*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Precautions:

- Wash hands often soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (60% alcohol) if soap and water are not available.
- Avoid touching your eyes, nose and mouth with your hands

- Routinely clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe, such as workstations, keyboards, remote controls, desk and tabletops, countertops and doorknobs.
- If you have symptoms of illness, it is recommended to stay home and not come to work until you are free of fever (100.4 ° F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants, aspirin).
- If you appear to have acute respiratory illness symptoms upon arrival to work or become sick (i.e. cough, shortness of breath) during the day, separate from other employees and go home immediately.

We encourage you to stay up to date with information and recommendations provided by the CDC by regularly visiting their website: [www.cdc.gov](http://www.cdc.gov)

### **What you need to know:**

**Symptoms:** [The virus symptoms manifest as a mild to severe respiratory illness with fever, cough, and difficulty breathing.](#) The Centers for Disease Control (CDC) believes at this time that symptoms may appear in as few as 2 days or as long as 14 days after exposure.

**Transmission:** People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets also land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose, or mouth. Therefore, it is important to stay more than 1 meter (3 feet) away from a person who is sick. The CDC recommends as much as 6 feet. It is believed possible to catch the virus from someone even before they have symptoms, but this is not thought to be the main way the virus spreads. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

### **What to do if you are sick:**

- Stay home and avoid contact with other people as much as possible except to seek medical care.
- Separate yourself from other people and animals in your home.
- Call ahead before visiting your doctor.
- Cover your coughs and sneezes, and clean your hands often.
- Avoid sharing personal household items and clean all “high-touch” surfaces every day. This would include cell phones.
- Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). Before seeking care, call your healthcare provider and tell them that you may have,

or are being evaluated for, the Coronavirus. Ask your healthcare provider the necessary steps to take before entering their facility and whether or not you need to call the state or local health department.

- Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.
- Patients with confirmed Coronavirus should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

### **What to do when someone you know is diagnosed with the coronavirus?**

Household members, intimate partners, and caregivers in a nonhealthcare setting may have close contact with a person with symptomatic, laboratory-confirmed COVID-19 or a person under investigation. Close contacts should monitor their health; they should call their healthcare provider right away if they develop symptoms suggestive of COVID-19 (e.g., fever, cough, shortness of breath) (see [Interim US Guidance for Risk Assessment and Public Health Management of Persons with Potential Coronavirus Disease 2019 \(COVID-19\) Exposure in Travel-associated or Community Settings](#)).

Employees should communicate known contact with an infected person to their manager or human resources as soon as possible in order for the company to assist the employee and take proper action and response.

### **Response Plan:**

#### **Level 1 – Low (no immediate concern in the initial or surrounding office location)**

##### **Summary**

- All travel allowed, monitored on a case-by-case basis
- Increased in-office hygiene

##### **Travel**

We strongly encourage the elimination of all unnecessary travel. We will follow up with people who have traveled to areas where there is a notable risk of transmission or current sustained or widespread transmission and taking the precautionary measure of having them work from home for 14 days to prevent exposure to others.

We advise employees to check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country if you are traveling for personal reasons.

## **Hygiene**

We've increased our in-office hygiene through simple steps such as encouraging active and frequent hand washing and making hand sanitizer more prominent throughout the office. While we always strive to support people to work from home or take time off if they aren't feeling well, we are reiterating the importance of being conservative and proactive in cases where folks are feeling unwell.

## **Remote Work**

While we currently do not offer formal telework arrangements, we will consider, on a case-by-case basis, requests from employees to work from home during this time. While not all positions are conducive to telework, those positions with primary job duties that can be effectively performed remotely will be given consideration.

## **Visitors**

Visitors on site should be extremely limited.

## **Level 2 – Mid (potential for concern, surrounding areas and some cases developing near the office)**

### **Summary**

- All domestic business travel is eliminated.
- Further increase hygienic practices around the office, including individuals/teams with specific responsibilities dedicated to assisting with extra disinfecting cleaning of high-touch areas such as the kitchen, bathroom, and reception
- No non-essential visitors are allowed, and all essential visitors require management approval
- Encouraging remote work

### **Working from Home**

If you're someone who is likely to get sick more easily or if getting sick would be notably problematic, we strongly encourage you to work from home. In addition, if any of the following apply to you, we strongly encourage you to work from home.

- If you have a compromised immune system, you're pregnant or have respiratory issues
- If you're a primary caregiver or single parent
- If you're in immediate contact with people (e.g. family members) that are more vulnerable to Covid-19
- If you're in immediate contact with people who have elevated risks of being infected with Covid-19 (e.g. your partner traveled to a high-risk area)

In preparation for transitioning to work-from-home, please speak to your manager or human resources.

### **Travel**

All business travel is eliminated, unless approved by management.

Lastly, while it remains an individual decision, we are encouraging employees to reconsider personal travel. Please notify your manager or human resources of any personal travel plans. Any employee who travels to places that are noted as at-risk according to the CDC leveling system will result in mandatory work-from-home during the 14-day quarantine period.

### **Hygiene**

The virus is easily spread through hand-to-hand contact and by living on hard surfaces so we're taking strong precautions on both fronts.

Be sure to wash your hands. A lot. If you're not sure how to properly wash your hands, the CDC has a complete guide.

In addition, we're adopting a no handshake, no high-five, no fist-bump policy because the virus can be easily spread through hand-to-hand contact. Elbow bumps are the new thing.

We've provided hand sanitizer dispensers to be placed throughout the office. We'll also have more hand sanitizers and disinfectant wipes for people to keep at their desks.

### **Visitors**

Effective immediately, we're restricting discretionary visitors. If you have a discretionary visitor planning a visit to the office, please let them know that you'll need to meet remotely (via Go-To Meeting) or postpone your meeting altogether. All essential visitors require management approval.

## **Level 3 – High (uncontained outbreak in the office location/city based on widespread outbreak)**

### **Summary**

- There may be additional guidance provided by state/local governments to follow if we get to this level and those guidelines may supersede the below action plan. At this time, some states/cities have severely restricted businesses to be open. This ban ranges from specific industries to blanket bans on the majority of all business (San Francisco)
- All remote work for positions that are able to work remote; those that cannot work remote will be unable to come to work, the office will be closed. At this time, the company will consider flexible leave options for those who are unable to work remotely.

## **Working from Home**

Office access will be restricted, and everyone will be required to work remotely. Depending on government indicatives and recommendations, offices may be completely closed.

All Interviews and customer meetings that would otherwise happen on-site will be moved to remote meetings over Zoom, Go to Meeting or by similar means.

We will suspend all business travel and continue to request employees loop us in on their personal travel plans (domestic and international). And of course, there will not be any visitors on-site as the offices will be closed.