

3/16/2020

To: All Employees
From: HR Department
Re: Coronavirus (Covid-19)

We have had some inquiries regarding the Coronavirus (Covid-19). In an effort to keep our employees informed on basic best practices we are putting out this memo. Keep in mind this memo is informational.

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 in the event of a pandemic.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. As all health professionals are recommending one of the best ways to prevent or mitigate any type illness but especially this type virus is to wash your hands and practicing good hygiene. Here are some basics on doing so:

- **Washing Hands** -Wash your hands regularly with soap and water for at least 20 seconds. Make sure to dry your hands thoroughly and to make sure to turn on and off faucets with a paper towel so you don't re-touch those areas after you have washed your hands. If soap and water are not available, use an alcohol-based hand sanitizer. Always wash hands after using restroom, before and after eating food and after working with any kind of chemical, dirt or corrosive materials.
- **Basic Hygiene**- We just want to remind employees to make sure they are using proper hygiene when using the restrooms.
- **Proper ways to Cough and Sneeze**- Cover your nose and mouth with a tissue or sleeve when coughing or sneezing and throw the tissue away after use. If a tissue isn't available, cough or sneeze into your elbow, not your hands.
- **Touching your face**- Avoid touching eyes, nose and mouth. Your hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer a virus to your eyes, nose or mouth. From there, the virus can enter your body.
- **Masks**- do or don't – masks should only be used if you are actually sick. However, this type virus isn't necessarily going to prevent those already infected by wearing masks. Most regularly used masks do not protect those individuals that aren't sick. Consult with your physician if you should be wearing a mask.
- **Symptoms**- Some of the symptoms include fever, cough, shortness of breath, upper respiratory that typically lasts for more than a few days. But keep in mind that in some cases individuals may only have mild symptoms or no symptoms. But if you have any symptoms that are of concern, please seek medical attention.
- **When Sick at Work**- If you get sick, stay away from healthy people. Common sense social distancing is likely effective. This would include no shaking hands, hugging or unnecessary physical contact. Stay home from work while ill.
- **Travel** -Avoid travel if you have a fever or cough. Avoid close contact with those that are coughing, frequently wash hands while traveling and use an alcohol-based sanitizer.

- **Traveling to an impacted area-** If you have traveled inside or outside the United States to any country that has been listed as a “hot zone” and you are experiencing any symptoms such as fever, cough, or difficulty breathing, please seek medical attention immediately.
- **Work -Station-** Clean and disinfect frequently touched objects and surfaces. This can be done by basic supplies that are alcohol based, soap and water and other recommended disinfectants. The Company does supply basic cleaning solutions for the workplace, but keep in mind some resources are limited at this time.
- **Medical Confidentiality** –Keep in mind that any medical information an employee provides the employer is held confidential. If in the event an employee did communicate they were exposed to the Coronavirus or any other communicable disease, the employer may be required by law to contact the Centers of Disease Control or Health Department but would not be doing so unless they are required to do so by law or poses a safety risk to the workplace but in all instances would keep the information in keeping with confidential protocols.
- **No Discrimination/Jokes/Bullying** – we want to remind employees that the Company has very strict discrimination and harassment policies. We expect all employees to follow those policies. We will not tolerate any employee making comments, jokes or bullying of another employee, vendor, supplier, customer or anyone we do business with due to their race, national origin or their medical condition as it relates to the policies spelled out in our handbook or pertaining to these type situations. This includes perceptions they might have of those that might be affected by the virus or illness or those that have recently traveled overseas or to a affected area.
- **Others with Symptoms-** When /if you come into contact with someone that may be exhibiting symptoms (our customers, contractors, vendors, etc.) you need to be very careful about saying anything that could be perceived as discriminatory or inappropriate. You should contact your supervisor or HR for guidance in this matter.

The Company 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.

Employees are encouraged to use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak.

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. Employees who report to work ill will be sent home in accordance with these health guidelines.

While we currently do not offer formal telework arrangements, the Company 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.

In addition we want to note that we do not claim to be medical professionals and will always recommend employees to contact their own personal physicians, if they are actually showing symptoms or they have any underlying medical conditions that could affect their health if exposed and gain guidance from those health professionals.

If an employee needs to take off time due to illness, they can use any accrued and available sick time and may be eligible to use vacation time in these circumstances. Also, if an employee is put off work by a doctor for an extended period of time due to a medical condition, they may also be eligible for monies under the California State Disability program. You can find additional information and news on our website: <https://www.lifestepsfoundation.org/news-events/covid19.html>

Please contact HR if you have any questions on this or any other related question.