

To: All Employees

From: [\[Human Resources Contact\]](#)

We have been monitoring the outbreak of the novel **Coronavirus**, also known as **COVID-19**. Experts' understanding of COVID-19 continues to evolve, and so too are the public health actions we're taking as a company to help reduce the spread of the virus. As you may have seen, medical experts are encouraging "social distancing" as a way to reduce the number who become ill. We believe it is very important for our Company to commit to this approach.

We prioritize your health and welfare, and today we are announcing a number of additional proactive steps to ensure both your safety and our continued ability to operate our facilities as much as local conditions will allow.

- We are instituting more stringent **cleaning protocols** in keeping with the recommendations from the Centers for Disease Control and Prevention (CDC). Cleaning crews will be on-site daily to disinfect surfaces in common areas and lavatories. Routine cleaning consists of disinfecting common areas including but not limited to handrails, doorknobs, common surfaces, countertops, conference rooms, bathrooms, etc.
[What type of cleaning protocols will your company put in place?](#)
- Additional **hand sanitizer dispensers** are placed throughout the building. Please use these hand sanitizers as you move throughout the buildings.
[Will you be able to provide hand sanitizer and cleaning supplies to employees?](#)
- Employees must stay home if they have experienced **flu-like symptoms** including fever, cough, difficulty breathing, body aches, chills, blocked or runny nose, sore throat or other symptoms of communicable illness in the past 24 hours. Additionally, contact your primary care physician to explore whether you should be tested for COVID-19. While at home, continue to use the "**call-in**" **procedure** for your department each workday that you do not come in to work. In keeping with the current policy, employees who are away from work more than three days due to their own illness may be required to provide a doctor's note before returning to work. You should apply for a leave of absence if the need to be away from work exceeds five days. If proper procedures are followed, employees will be paid, sick/personal/vacation days will not be deducted, and attendance points will not be applied.
[What type of policies are you putting in place regarding PTO days and sick day policies?](#)
- If you **test positive for COVID-19 or believe you may have been exposed to COVID-19** (e.g., those who have come into contact with a person suspected to have COVID-19 within the past 14 days, or traveled within the past 14 days to a geographic location experiencing heightened community transmission of COVID-19), you must notify [\[name of HR representative\]](#) in Human Resource Department at [\[contact information\]](#) immediately to be instructed regarding self-quarantine, whether currently symptomatic or not. In these cases, if you are unable to work from home, please contact the Human Resources Department to request to be paid during this time period.
[What is your policy regarding work from home? Paying employees who may potentially have or have been exposed to COVID-19?](#)
- If your child(ren) has a **school closing** and you are required to stay at home, notify your Manager. If your job role does not allow you to work from home, please contact the Human Resources Department to request to be paid during this time period.
- We are asking that **face-to-face and conference room meetings** be extremely limited; instead, we encourage you to work at your desk and use conference call or video conferencing technology to convene group meetings. Also limit your activities to your **immediate work area and floor** to the greatest extent possible.

Is your company prepared to use video conferencing or conference call technology? What does this mean for meeting spaces in your building?

- We are eliminating **non-essential visitor** access, including vendors and salespeople, to our work locations until further notice. Please notify the vendors and salespeople that you work with to convert any face-to-face meetings to a conference call or video conference technology.

Who will be leading your video conference technology? Is IT prepared? Do you have adequate licenses?

- If you have **interviews** scheduled with job candidates, please work with Human Resources to convert these to a telephone or videoconferencing session.

- We are taking steps where possible to provide or extend **equipment and other resources** (e.g. computers, software) that will better enable avoidance of face-to-face meetings, and we are considering additional steps to enable certain employees to work remotely in order to further reduce the number of people present on our campus. This will take a short time to implement, and more information will be forthcoming.

What resources and technology do you have available to support a remote workforce?

- No **business travel** will be allowed without prior written approval from a member of the [Senior Management]. We also strongly advise, even on personal time, that employees avoid large group settings, air travel, and cruises. Additional information can be found through CDC Travel alerts at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

- You are encouraged to eat your **meals at your desk**. In departments without desk workstations or within the specific areas such as [a laboratory or clean space], employees should distance themselves from others in the cafeteria, and sit **at least one empty chair apart**. We have placed containers of **disinfecting wipes** throughout the cafeterias. Please use these wipes to clean the table before and after your use.

- In the spirit of heightened compliance with [specific Federal guidelines], for the time being employees within the production areas will be required to wear paper **face masks** in every area where hair nets and beard nets are required, subject to availability of these masks.

Does your company have any specific areas where hair nets are being employed? Do masks also need to be purchased if not already in use?

- The CDC advises that some people are more susceptible to catching the COVID-19 than other groups. These groups include adults over 60 years of age, people with weakened immune systems, and other chronic conditions such as diabetes and high blood pressure. If you meet one or more of these criteria, please contact Human Resources confidentially to discuss potential accommodations.
- In communications throughout the Company, it is important that we respect the **privacy** of all employees who are diagnosed with COVID-19 in accordance with HIPAA and PHI guidelines. We also expect employees to adhere to Company policies, and not discuss with the media or post any issues relating to our Company on social media.
- The CDC recommends these **everyday preventive actions** you can take to avoid spreading respiratory diseases, including colds, flu and COVID-19:
 - Avoid close contact with people who are sick.
 - Avoid touching your eyes, nose, and mouth.
 - Stay home when you are sick.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
 - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

We realize this is a lot of information to absorb, but we believe these socially responsible actions will help to protect you and your family, while allowing us to continue production and as much normal business as the local conditions will permit. Our goal is to keep you informed as decisions are made. We hope and anticipate many of these policies and procedures will be short term in nature, and we will be making further updates as the situation develops.

We are continuously providing updates through work emails and posting information on the Coronavirus Resource Link within the [company intranet website] and Employee Portal at:

[Do you have an internal company intranet or Portal where employees can find updates? Do you send emails or provide paper memos?](#)