



To All Employees:

As we are in the midst of cold and flu season and watching the outpouring of news on the spread of the Coronavirus (2019-nCoV), we want to take a moment to address the concerns and discuss the steps we are taking to minimize the risk of exposure.

### PROTECTIVE MEASURES

- *If you are experiencing symptoms of cold, flu or Coronavirus (possible symptoms include fever, cough or shortness of breath), please stay home as the best way to prevent illness is to avoid being exposed to it. Also, please inform your supervisor so we can monitor and manage the absences as necessary.*
  - *If you are experiencing symptoms of Coronavirus, you should follow public health guidance and inform public authorities promptly.*
  
- *Please take the following precautions to prevent spreading any infections:*
  - *Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. It is important to note that washing with soap and water is always preferred to hand sanitizer.*
  - *Avoid close contact with people who are sick.*
  - *Avoid touching your eyes, nose and mouth.*
  - *Cover your cough or sneeze with a tissue and then throw the tissue in the trash.*
  - *Clean and disinfect frequently touched objects and surfaces.*

More information on the Coronavirus can be found at the Center for Disease Control's (CDC) website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### BUSINESS CONTINUITY

**{Employer Name}** has policies and procedures in place and our team is prepared to implement all measures as necessary to both ensure the safety of our team members and their families and fulfill our obligations to our clients. While we are monitoring the situation and do not feel these are warranted at this time, such measures may include working remotely, restricting visitors and minimizing or banning travel.

Thank you for your cooperation and please understand that we are monitoring the situation and will follow the public health advisories and of course will keep you informed as it unfolds. If you have any questions or concerns, please let me know.



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