

OUR PROACTIVE APPROACH

[Name of Company] is closely monitoring the latest information on coronavirus COVID-19, as released by the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO). We are proactively taking measures to anticipate employees' needs, focus on prevention, and implement a proactive plan to minimize potential business disruptions. Please refer to the CDC website for more information and resources at www.cdc.gov/coronavirus/2019-nCoV/index.html.

PREVENTION

Below are the guidelines issued by the Centers for Disease and Control (CDC) with respect to keeping yourself, your families and community healthy:

- Stay home and refrain from coming to work if you have a fever (100.4°F [37.8°C] or greater using an oral thermometer), signs of a fever, and any other symptoms of illness. Do not return to work for at least 24 hours after symptoms end, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Please notify your supervisor if you are sick.
- Any visibly sick employees will be sent home immediately.
- Hand sanitizers have been installed outside of major entry and exit points. Clean your hands often with an alcohol-based hand sanitizer or wash your hands with soap and water for at least 20 seconds if hands are visibly dirty.
- [Name of Company] has expanded daily cleaning in all workspaces, countertops and doorknobs. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Cover your mouth and nose with a tissue when you cough or sneeze. Dispose of used tissues in a wastebasket. If you do not have a tissue, cough or sneeze into your upper sleeve, not your hands.

TRAVEL RESTRICTIONS

All non-essential international and domestic work travel by plane or public transportation is prohibited for the next 30 days until further notice. [According to the CDC](#), cases of COVID-19 are growing globally, including reported cases in many parts of the United States. Crowded travel settings, like airports, may increase risk of exposure to COVID-19. Examples of non-essential travel include:

- Travel for meetings that could be handled virtually (via conference call, video conferencing, etc.)
- Travel for corporate events, tradeshow, training, etc.

Please cancel all existing travel arrangements taking place in the next 30 days. Any new travel arrangements should not be booked unless refundable and approved by [name of contact].

VISITOR RESTRICTIONS

Non-essential visits are prohibited at all [Name of Company] facilities for the next 30 days until further notice. An example of an essential visit are those that ensure business continuity, such as the need for equipment maintenance or deliveries. Please reschedule non-essential visits using our IT resources, such as video or phone conferencing.

Any visitors must be approved by [name of contact].

OPERATIONS PLAN

[Name of Company] is taking a proactive approach to preventing potential supply chain and operations interruptions. Currently, we do not see any risk related to coronavirus (COVID-19) for current orders due to ship before May 1, 2020.

We are closely monitoring and proactively assessing risks on a daily basis. As the situation evolves daily, we are working with our supply partners to maintain production integrity. Our supply partners are required to maintain 60+ days in raw material inventories as well as 30+ days of finished product—mitigating some of the immediate risks. Some [Name of Company] partners at a tier 2, 3 and 4 levels have already started migrating production to alternate sites that are outside of the high-risk regions.

CORONAVIRUS FACTS & MYTHS

A great deal of misleading and false information has been circulating on the coronavirus. To educate yourself on information, such as the source of the virus, how to protect yourself and how to prevent the spread of the disease, please read frequently asked questions provided on the [World Health Organization](#)'s website and the [Center for Disease Control and Prevention's](#) website.

QUESTIONS

If you have questions related to coronavirus or [Name of Company]'s safety and readiness, please contact [name of contact].