

## COVID-19 Response

Date: 3/13/2020

X sees it as our obligation to do the utmost to prevent the spread of COVID-19 (coronavirus). We will attempt to follow the advice of the WHO (World Health Organization), the FCO (Foreign and Commonwealth Office), CDC (Centers for Disease Control and Prevention), and local, regional, and national governments; however, given the rapid changes in policy and advice, we will continue to update our response.

To prevent spread as much as possible we will follow the guidelines below:

- **Wash your hands!** The #1 recommended way to inhibit the spread of any virus, including COVID-19, is to thoroughly wash hands as often as practical. X will provide hand sanitizers for convenience, but officials state hand washing is the #1 defense.
- Increase routine cleaning of your work area
- **Restricted business travel:**
  - No International business travel
  - Domestic business travel requires pre-approval by Management
    1. Preferred method of business meetings is phone/video conference
    2. Second preferred method is driving if an in-person meeting is required. This method requires Management approval
    3. Flying is the least preferred method and will be decided on a case by case basis
  - No business travel will be expected if the employee is not comfortable with said arrangements.
- **Restricted Visitor Access:** Visitors deemed essential will need Management pre-approval and be required to sign a COVID-19 statement prior to entering the facility.
- Implement more telecommute options
- **Social Distancing:** Discourage physical contact by practice social distancing
- **Individual Responsibility:** X asks employees to practice individual responsibility by limiting contact with others. Outside of work environment, avoid large groups and abstain from travel if possible.
- If you must travel for personal reasons you may be required to self-quarantine and/or work from home for 2 – 14 days following your return
- Stay at home when sick, **DO NOT** come to work if you are not feeling well
- Details regarding paid time off will be presented to employees unable to work
- X will follow [COVID-19 risk assessments](https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html) when employees demonstrate flu-like symptoms. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

In the circumstances where we identify:

- An employee with symptoms that suggest a COVID-19 infection, or
- An employee who had contact with a known COVID-19 infected person, or

- An employee with someone in the family/household with symptoms that suggest a COVID-19,

X will follow the advice of local health organizations, and implement the following:

1. Employee will be requested to not return to work.
2. The employee must contact a Healthcare Provider who is responsible for testing and diagnosing COVID-19.
3. Once the employee/family member/household member has recovered from COVID-19 and is no longer contagious, the employee can return to work.