This sample communication should be customized for each employer’s company and unique situation. This document reviewed as of July 28, 2020 and is subject to change at any time.

The health and safety of our employees and their families is our top priority and we have implemented the policies below based on the guidance provided by the Centers for Disease Control and Prevention (CDC) and local health authorities during the COVID-19 pandemic. Failure to comply with the policies outlined here may result in discipline, up to and including termination.

Remote Work

If you believe your job can be done effectively from home and you’d prefer that, speak with your manager. Some jobs, however, may have to be done in workplace. We are undertaking significant measures to reduce the potential for spread of the virus and require that employees in the workplace take precautions as outlined below.

Keeping the Workplace Safe

We are following protocols provided by the CDC, as well as applicable state or local health requirements. We may also implement additional safety requirements at any time. Our current safety requirements are as follows:

* Wash your hands as soon as you enter the workplace.
* Wash your hands after touching any high-touch surface with bare hands, such as a door handle (conference room door, bathroom door, fridge and microwave door), water cooler button, security or payment keypad, communal workstation, etc. If possible, cover your hand with something when touching these surfaces (your sleeve, a Kleenex, a paper towel).
* Wear a face covering that covers your nose and mouth, unless you have received specific instruction otherwise.
* Stay at least 6 feet away from all other people, at all times. If a 6-foot distance cannot be maintained, a mask must be worn, even if you are otherwise exempted from that requirement.
* If you cough or sneeze while not wearing a face covering, do so into your elbow or a tissue, then promptly wash your hands and put on a face covering to avoid additional exposure to those around you.
* Clean or disinfect personal workspace items that are frequently touched, such as your desk, computer mouse, and keyboard, with appropriate products, at least twice per day, or as often as directed by your manager or HR.

Illness and Sick Leave

If you feel any signs of illness, **you must stay home**. Common symptoms of COVID-19 include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, and diarrhea.

Employees who come to work with symptoms of COVID-19 will be sent home and be subject to discipline, up to and including termination. Emergency Paid Sick Leave (EPSL) through the Families First Coronavirus Response Act (FFCRA) provides paid time off for diagnosis of, care for, and recovery from COVID-19, in addition to any sick leave provided by the Company.

If you stay home sick (or are potentially sick), you will be allowed to work from home if feasible and if you feel able. Let your manager know as soon as possible if you will be staying home so that your workload can be managed, either by ensuring you can do it at home or that others are able to cover it in your absence.

Family Needs

If you have children whose school or place of care is closed or whose schooling has been moved online, and this is impacting your ability to come to work or to work from home at full capacity, talk to your manager. Time off to care for children may be covered by the FFCRA, and even if not, we may be able to work with you to create flexible schedules or work plans.

Business Travel

Currently, we are authorizing business travel only on an as-needed basis. If you are asked to travel and are concerned about doing so, speak with your manager. We will work with you to limit or eliminate travel if possible.

Personal Travel

Report all out-of-state travel to HR before traveling or at least before returning to the workplace; this includes travel that does not require the use of time off, such as taking a weekend trip. Quarantine periods may be required post-travel, depending on current government guidelines or company policy.

Close Contact with an Infected Person

If someone in your household or someone with whom you have had close contact (less than 6 feet) has been diagnosed with COVID-19, including a presumptive diagnosis, contact HR immediately, and **before** returning to the workplace. Quarantine may be required and may or may not be covered by Emergency Paid Sick Leave (EPSL) under the FFCRA. Employees who fail to report that a household member or close contact has been diagnosed with COVID-19 will be subject to discipline, up to and including termination.

Potential Office Closures

If it is necessary to close the workplace entirely, we will attempt to provide you with notice so that you can prepare to work from home, if feasible. However, it is a good idea to take your laptop, laptop charger, mouse, and any other tools you need home with you after work each day.

**Thank you for your flexibility and understanding. If you have specific questions or concerns, speak with your manager or with HR.**