**CORONAVIRUS POLICY**

As you all know, outbreak of the Coronavirus has impacted all of our daily lives, and continues to do so. We are closely monitoring information released from the Department of Public Health (DPH), as well as from the Center for Disease Control (CDC), and we will institute any measures that they deem necessary to protect the health of our employees, their families, and the general public.

The CDC has recommended that gatherings of people be limited at this time. To that end, we are encouraging any employees at work to use their phones instead of meeting in groups, and we are also encouraging all employees who can telecommute to do so. Supervisors and managers will work with all employees to determine if telecommuting can be done.

We understand that telecommuting is not possible for all employees. Please be advised that to the extent possible, we will be staggering employees’ work schedules in order to limit gatherings of people. While at work, we are asking all employees to take the following steps.

* If you are feeling sick, or experiencing any respiratory or flu like symptoms stay home.
* Practice safe social distancing from others, limit gatherings while at work, and use telephone whenever possible in lieu of face to face meetings.
* Shield coughs and sneezes with tissue, elbow or shoulder. Do not shield with hands.
* Wash hands often with soap and water or use alcohol-based sanitizer, particularly after coming in contact with “high touch” areas such as door handles, banisters, railings, levers on toilets, telephones, elevator buttons, and other surfaces frequently used by the public.
* Do not shake hands or kiss acquaintances.
* Refrain from touching your face, particularly nose, mouth, and eyes.
* Avoid people who are coughing or sneezing.
* Avoid locations where there are crowds or even groups of people in a small space. For example, avoid whenever possible elevators, public transportation, face to face meetings, theaters, and restaurants.

We are encouraging employees to use their accrued personal, vacation, and sick time. If your job is impacted by a closed worksite, we will work to find other available safe work options.

This situation is evolving rapidly, and we will continue to communicate throughout. We will continue to take whatever actions necessary to protect our employees and their families.