



## MEMORANDUM

DATE: March 13, 2020  
TO: All Cablecraft St. Matthews Employees  
FROM: Cablecraft  
SUBJECT: Coronavirus (COVID-19)

With the recent information and activity of Coronavirus (COVID-19) in the news lately, Cablecraft has developed guidelines to help prevent contamination and/or respond to a possible infection:

- 1) First and foremost, follow all measures to stop the spread of germs and protect yourself from viruses (including the common cold and flu):
  - a. Wash your hands often with soap and water for at least 20 seconds.
  - b. Cover your cough or sneeze with a tissue, then throw the tissue away.
  - c. Avoid touching your eyes, nose and mouth.
  - d. Avoid contact with people who are sick.
  - e. Place a barrier (gloves, sleeves, distance) between you and contaminated surfaces or persons.
  - f. Clean and disinfect frequently touched objects and surfaces.
- 2) If you are sick, stay home except to get medical care.
- 3) If you are out due to illness, notify Plant Management or HR.
- 4) If you are sick and off work, we are prepared to excuse your time off:
  - a. Employees can use paid time off, i.e. Vacation, OR use the Short-Term medical leave provision, or take the time off recommended by your doctor as excused. A medical professional must substantiate your time off.
- 5) If you have been diagnosed with COVID-19 and placed on a mandated quarantine, please notify your Plant Management or HR immediately. In this instance, employees will receive up to two weeks of paid leave, followed by any existing PTO they are entitled to, if necessary. If more time is needed, please notify Plant Management or HR. A medical professional must substantiate your time off. Work from home options may be offered, if applicable.
- 6) In the event of a Facility-wide quarantine issued by local health authorities, employees will be off work and will receive up to two weeks of paid leave, followed by any existing PTO they are entitled to. Work from home options may be offered, if applicable.
- 7) If your minor child's school closes due to COVID-19, we will relax our time and attendance policy until April 30, 2020. You should first use any paid time off that you are entitled to, and then you can take unpaid leave. While the normal time and attendance policies will not be enforced during this time, in order for the leave to be paid, employees must use their regular paid time off options. Work from home options may be offered, if applicable.
- 8) Cablecraft is mandating an international travel ban at this time, and domestic travel must be limited.
- 9) All these guidelines will be followed through April 30, 2020.