



Covid-19 Employee Letter

To Our Valued Employees:

As concerns about the COVID-19 outbreak grows, we're doing our best to keep everyone healthy and safe in the workplace while also minimizing disruptions to our day-to-day operations.

We are monitoring the situation closely and want to provide you with resources to accurate information as we know that misinformation and fear can spread more rapidly than the virus itself. If you're looking for trusted, up-to-date information, we recommend visiting the specific coronavirus websites of [the CDC](#) or [the WHO](#).

We know the current outbreak is concerning, so we wanted to take a minute to inform you of ways you can help prevent the spread of the virus, but also, what we as a company will provide to help keep you healthy.

What We Ask of You:

Feeling sick?

- Many times, even with the best of intentions, employees come to work when feeling ill. It is critical that employees do not report to work while they are experiencing flu like symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills and/or fatigue. Given this is allergy season, please contact a nurse supervisor or the on-call if you have any questions.
- If you discover that you are running a temperature of 100 degrees or higher, please contact your immediate supervisor to let them know as quickly as possible. You may be asked to stay home for up to 14 days unless otherwise diagnosed with a different illness. Again, if you have questions, please contact your home's nurse supervisor or the on-call for after hour's questions.
- Employees who report to work ill will be sent home in accordance with the CDC health guidelines.

Travel Plans (Domestic and International)

- Rules around travel are rapidly changing. We ask that you comply with federal, state, and local guidance.
- Consider postponing personal travel. Employees who plan to travel or have recently traveled should reach out to their immediate supervisor to let them know so that if measures need to be taken upon your return, we can be prepared for that. Additionally, if you've visited any city, with or without confirmed cases, in the countries of [China, South Korea, Italy, or Iran](#), please refrain from entering the workplace for 14 days.
- All business trips, no matter the destination, are now canceled. If you have something planned, talk to your manager to determine how and when to reschedule.

Have you been around a possibly sick individual?



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- This virus spreads quickly and easily from person to person. Please stay home for 14-days if you've had contact with a confirmed case or potentially infected person. This includes persons returning from [high-risk countries](#).

Use proper cough and sneeze hygiene

- Cover your nose or mouth with a tissue, **not your hand**, and discard the tissue immediately after use.

Wash your hands often

- Proper hand washing remains the [best way to prevent transmission](#) of the virus. Wash your hands after using the restroom, touching your face, eating, drinking, coughing, or sneezing, and at regular intervals throughout the day. Use warm soapy water and wash your hands for at least 20 seconds, or the time it takes to sing "Happy Birthday" twice. Alternatively, use an alcohol-based hand sanitizer if soap and water are not readily available.

Stop touching your face

- Fomites (objects or materials which are likely to carry infection) are the main way the disease is spreading. Reduce the chance of transmission from a fomite, by keeping your hands away from your eyes, nose, and mouth.

Rely on virtual communication when possible

- In an effort to cut down on human-to-human contact, please cancel in-person meetings and communicate via videoconferencing or phone calls.

Our Commitment to You:

Provide sanitizing wipes

- We'll ensure the workplace has ample sanitizer wipes and ask that employees regularly wipe down their workstations and commonly used areas.

Provide ample hand sanitizer and tissues around the office

- Please cough and sneeze into tissues and immediately discard them. Use hand sanitizer after coughing, sneezing, touching your face, and regularly throughout the day.

Temporarily ban visitors and non-essential personnel from the property

- This includes personal visitors and non-essential business visits from vendors, clients, and suppliers.

Take-action if schools or public transport is cancelled

- In the case of these events, the company will evaluate the situation and take-action as suitable to daily business operations.



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Sick Pay

- We provide paid sick time and other benefits to compensate employees who are unable to work due to illness when applicable.
- We are monitoring state and federal legislation related to Covid-19. Human Resources and Payroll will coordinate our implementation of government assistance or other relevant legislation should this become available.

Mental Health

- Given the stress of our current climate, please take care of your mental health. Mental health services are available through [ACI Specialty Benefits](#). Please visit the TFS homepage under EAP (Employee Assistance Program) for more information on this.

Remote Work Arrangements

- [Tennessee Family Solutions](#) has implemented a schedule for the administrative staff to work from home and practice distancing preventative measures for [the time being](#). Please contact the administrative office before visiting.

Of all these measures, we cannot stress enough *the importance of staying home when you're sick*. Please do your part to keep everyone safe and healthy by refraining from coming into work with symptoms even if you "feel fine".

As always, please contact [your supervisor](#) with any questions or concerns.

Thank you for your continued support in this uncertain time.