



# Addressing COVID-19 in Our Workplace

*The health and well-being of our employees is a top priority of our company. We understand that you may have questions, so we want to address some of them here. Please contact Human Resources if you have specific concerns regarding how we are handling COVID-19 related issues.*

**Can I decline to come to work if I am concerned about the virus?**

If you are healthy and have not been exposed to the virus, we would like for you to come to work. Of course, we will always follow the guidance from the Occupational Safety and Health Administration (“OSHA”), which permits an employee to refuse to work only if “imminent danger” exists under the OSHA regulations. Imminent danger typically means death or serious physical harm in a short period of time. At the moment, most work conditions in the United States are not putting workers in imminent danger. Nonetheless, if you have a disability for which an accommodation is necessary, please contact Human Resources to discuss other options that may be available to you.

**Can I stay home if I am sick?**

Yes. Please do not come to work if you are sick. We want you to get better and then return to work. Of course, please follow all company policies concerning leave requests and paid time off benefits. If you or a family member contracts COVID-19, please contact Human Resources to discuss the leave options that may be available to you. For example, COVID-19 is covered as a serious illness under the Family & Medical Leave Act (“FMLA”) if you are eligible and if FMLA is applicable to the company.

**If I get COVID-19, what leave options are available to me?**

You should contact Human Resources directly to discuss a range of possible options.

**What if I feel sick in the middle of the workday?**

Please alert your supervisor right away so we can discuss leave options with you. If you notice a co-worker in the office is exhibiting symptoms, you are encouraged to advise Human Resources.

**Is teleworking an option?**

For certain positions, teleworking may be an option, but for other positions it may not be possible. We will evaluate requests to work from home on a case-by-case basis, in accordance with our standard company policies and applicable law.

**If I am allowed to telework, can I use my personal computer for work?**

We ask that you please check with your supervisor, but generally it is acceptable to use your personal computer for business work. However, please remember to follow all company IT policies as if you were in the office. At a time like this, cyber attackers may try to take advantage of an unfocused workforce. Stay vigilant and do not click on links from unknown sources.

**If I am not able to telework, is paid leave available?**

Requests for paid leave will be honored in accordance with our standard company policies concerning leave benefits and in compliance with applicable leave laws. You should contact Human Resources to discuss any specific benefits that you may be eligible for under the FMLA, Americans with Disabilities Act, paid leave laws, and/or Short-Term Disability Plans.

**Can an employer limit my personal travel?**

No. We cannot limit your personal travel, but if you choose to travel to a high risk country (as identified by the CDC), then it is reasonable for us to require that you remain away from the office for at least 14 days after your return to the U.S. The number of days away may change depending on future guidance from the CDC.

**Is it possible for COVID-19 to spread from using shared workstations or touching shared surfaces/objects, like a copy machine, a pen, or scissors?**

Yes. It may be possible to contract COVID-19 by touching a surface or object that has the virus on it and then touching your mouth, nose, or eyes, but this is not thought to be the main way that the virus spreads.

**Should I clean my workstation more often?**

Yes. Cleaning your workstations should always be a priority, but some extra cleaning may be in order, given the possible spread of the Coronavirus. The CDC suggests wiping down commonly used surfaces (like doorknobs, keyboards, desk surfaces) often with regular household cleaning spray or wipes. However, when cleaning computer screens or other electronic displays, please use wipes that are specifically designed for use on screens. If you need additional cleaning supplies (like wipes or alcohol-based hand sanitizer), please contact your supervisor.

**What happens if I am exposed or quarantined?**

If you think you have been exposed to COVID-19 please consult with your healthcare provider before going in to or while at work. If you are advised to quarantine, please obtain a doctor's note that includes information about your visit and authorization on when you may return to work. This note must be provided to Human Resources before you return to work.

**Can I forego the obligatory handshake with clients and customers?**

Yes. At this time, the CDC recommends limiting the amount of personal contact between individuals. With this in mind, we suggest that employees avoid handshakes and instead try using elbow taps, "air" high fives, or a simple nod of the head. If someone offers a handshake, reply with "Happy to meet you, but sorry, we have to skip the handshake. We want to keep everybody safe."

**Is it possible that COVID-19 could spread from food stored in the refrigerator in the company lunchroom?**

According to the CDC, there is currently no evidence to support transmission of COVID-19 associated with food. Before preparing or eating food, it is important to always wash your hands with soap and water for 20 seconds for general food safety. Wash your hands throughout the day, after blowing your nose, coughing or sneezing, or going to the bathroom.

It may be possible to contract COVID-19 after touching a surface or object that has the virus on it and then touching your mouth, nose, or eyes, but this is not thought to be the main way that the virus spreads.

In general, because of poor survivability of coronaviruses on surfaces, the CDC is of the opinion that there is a very low risk of spread from food products or packaging that are shipped over a period of days or weeks.