

Company Policy Updates

Policy Brief

This company policy includes the measures we are actively taking to mitigate the spread of the Coronavirus. All employees are requested to follow these rules diligently to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you when changes are made and as soon as possible.

Policy Elements

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

Sick Leave Arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to the office **only after** you have fully recovered, with a doctor's note confirming your recovery.

Work from Home Requests:

Telecommuting may be a viable alternative work arrangement for some employees. It allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek. All telecommuting arrangements are made on a case-by-case basis and must be approved in advance. Consideration will be given to operational requirements, the job duties of the employee, the employee's work performance and attendance, and other logistical details.

Due to the current COVID-19 outbreak, many employees are inquiring about the ability to work from home. [Company name] is implementing voluntary, temporary arrangements for employees whose job duties are conducive to working from home. However, there are some positions at [Company name] that require the employee to be physically present in the workplace. These employees are defined as essential personnel.

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Essential personnel include the following positions:

[Insert position titles]

These arrangements are expected to be short term, and [Company name] will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period for telework, and [Company name] may require employees to return to regular, in-office work at any time.

Employees should be proactive with department managers in preparing for these circumstances to ensure they have the resources necessary to work remotely.

- If you are feeling ill but can work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on [CDC](#) announcements), we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will be asked not to come into physical contact with any colleagues during this time.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request to work from home. You will be asked not to come into physical contact with any colleagues during this time.
- If you are a parent and must stay at home with your children, request to work from home. Follow up with your manager to plan and set expectations.
- If you need to provide care to a family member infected by COVID-19, request to work from home. You will only be permitted to return to the office 14 calendar days after your family member has fully recovered, if you are asymptomatic or you have a doctor's note confirming you don't have the virus. You will be asked not to come into physical contact with any colleagues during this time.

Business Travel/Commuting Measures:

Due to [Company Name]'s commitment to employee safety in light of the COVID-19 outbreak, effective immediately, all nonessential business travel will be suspended until further notice.

[Company Name] will continue to monitor the situation and provide guidance as more information on the extent and severity of the outbreak becomes available.

Essential business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations. Your manager must approve all travel (including trips that were previously approved) until further notice.

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- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- In-person meetings should be done virtually when possible, especially with non-company parties (e.g. candidate interviews and partners).
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we will ask you to work from home for 14 calendar days. You will be asked not to come into physical contact with any colleagues during this time.

Employees who become ill during or upon returning from travel with virus-like symptoms will need to contact a health care provider and the HR department for direction as soon as possible.

Employees returning from travel who do not exhibit virus-like symptoms must still contact the HR department upon return and may be directed to stay away from the workplace for fourteen days to determine whether they have been exposed. The returning employee should work with his or her manager to set appropriate telecommuting arrangements or request time off from work.

Personal Appearance and Hygiene Rules:

Employees are expected to present a professional image, both through behavior and appearance. Accordingly, employees must wear work-appropriate attire during the workday or any time they are representing the company. Clothing should be clean and neat in appearance. Employees should consider their level of customer and public contact and the types of meetings they are scheduled to attend in determining what attire is appropriate.

All employees are expected to maintain appropriate personal hygiene. Hair (including facial hair) should be clean and neat. Accessories should not interfere with an employee's work. The excessive use of perfume or cologne is unacceptable, as are odors that are disruptive or offensive to others or may exacerbate allergies. [Company Name] is asking every one of our employees to help with our prevention efforts while at work.

In order to minimize the spread of COVID-19, everyone must play their part. As set forth below, [Company Name] has instituted various housekeeping, social distancing, and other best practices. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact the HR Department.

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OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. You can also use the sanitizers you find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (i.e. requesting sick leave).
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home— **do not go to work**.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing
- Fever
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop these symptoms, **do not go to work**. Call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

Employee Signature: _____ Date: _____

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