

To: All employees

From: Human Resources

Re: COVID-19 Virus Notice to Employees

Date: March 10, 2020

As we continue to monitor the global spread of the coronavirus (COVID-19), we want to assure you that our top priority remains the health and welfare of our employees, contingent workers and vendors working in our offices. Based on current information provided by the CDC, the risk to employees remains low, but we want to take appropriate steps to respond to the COVID-19 virus. Takings steps outlined below can help prevent spread of the virus, help maintain a safe workplace and encourage employees to adopt practices to protect their health and the health of colleagues. We also want to ensure the continuity of business operations in the event of a pandemic.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

* Stay home when you are sick.
* Wash your hands frequently with warm, soapy water for at least 20 seconds and frequently use alcohol-based hand sanitizers with contents of at least 60% alcohol.
* Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
* Avoid touching your eyes, nose, and mouth with unwashed hands.
* Avoid people who are sick with fever, cough or other respiratory symptoms.
* Clean frequently touched surfaces.

Easterseals will continue to provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

Employees are encouraged to use telephone and video conferencing instead of face-to-face meetings as much as possible for the foreseeable future. IT support services are available to employees who need assistance with this technology.

We are restricting all business travel to any destinations designated as Warning Level 3 by the CDC (currently China, Italy, Iran and South Korea). We are encouraging employees to postpone all other non-essential domestic and international travel, whether it is business or personal related, until further notice. While it is up to you where you travel personally, please be aware that if you travel to a destination identified by the CDC where COVID-19 is being transmitted with “widespread sustained transmission” or “sustained community transmission,” you will be required to remain out of the office for a 14-day period upon your return. The CDC has identified cruise travel and the following international destinations; China, Hong Kong, Iran, Italy, Japan, Singapore, South Korea, Taiwan and Thailand. As destinations are modified by CDC information, this self-quarantine will apply.

If you come into close personal contact with someone who recently returned from any destination experiencing “widespread sustained transmission” or “sustained community transmission” of the COVID-19 virus or who is otherwise known or suspected to have contracted the Coronavirus, we recommend that you seek immediate care from your physician if you feel ill, have a fever, or develop any respiratory or flu-like symptoms, and you must:

* Refrain from coming into the office and avoid close contact with colleagues for a 14-day period.  In that event, you may speak with your supervisor about the possibility of working from home during your time away from the office.
* If you become ill with the Coronavirus, you must obtain a “fitness for duty” certification from your physician before returning to work.
* If you need leave from work or other accommodations to address an illness such as the Coronavirus, please contact Human Resources to address those needs.
* Importantly, all employees have a right to privacy concerning their respective medical conditions. Absent specific authorization from Human Resources, employees should respect their co-workers privacy and refrain from asking any questions concerning their co-worker’s medical condition. If you are concerned that a co-worker is ill at work, please contact Human Resources.
* Notify your supervisor or AVP HR Silvija Jakubowski if you, a family member or someone with whom you have been in contact has contracted COVID-19.

It is critical that employees do not report to work while they are experiencing symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. Employees who report to work ill will be sent home.

Employees with work from home capabilities will be utilized when applicable. We encourage employees to bring their laptops home on a regular basis. While not all positions are conducive to telework, those positions with primary job duties that can be effectively performed remotely will be given consideration. For employees who are nonexempt, and their work is not conducive to telework, please discuss your unique situation with Human Resources and your department manager.

We will continue to evaluate current policies and implement strategies as necessary to ensure business operations continue in the event the CDC risk rating increases.

This is a reminder that Easterseals utilizes a text message alert system to notify employees of security-related incidents, weather closures and other critical information.  Please click on the link below to sign up for text and email alerts to your cell phone.  All employees are encouraged to immediately sign up for the email alerts. https://mobile-text-alerts.com/subscribe/ESTextAlert

Please contact the Human Resources Department with any questions or concerns.