

Greetings –

I wanted to give everyone an update on the recent outbreak of the Coronavirus as it relates to our employees. We have been monitoring this situation through the Center for Disease Control & Prevention (CDC). As you know, this epidemic has been a health concern globally and we wanted to provide some guidance to our employees as it relates to travel, domestically and globally, and overall precautions to keep our workforce healthy and safe.

**Travel:**

We are advising our teams to avoid non-essential travel to or from the Asia-PAC region (especially Greater China). Any travel to or from the region should be discussed with and approved by your Executive and Area VP. We encourage you to use your discretion as to whether travel is needed throughout the U.S. and Europe. We would also advise you to use caution if you experience any symptoms of illness (stay home and seek medical attention). The health and safety of our employees is our main concern!

**General Precautions:**

As an additional precaution for our employees, I am including some Prevention Measures provided by the CDC for your information.

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- These are everyday habits that can help prevent the spread of several viruses. CDC does have [specific guidance for travelers](#).

Thank you for your understanding and please feel free to contact me if you have any additional questions ... ANN

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