

## MEMO TO ALL EMPLOYEES RE: COVID-19

We want to provide you with an update on the Coronavirus (“COVID-19”) and the actions we are taking in response to this developing situation. As you are likely aware, COVID-19 is a respiratory infection. Symptoms include cough, fever, difficulty breathing and shortness of breath.

We continue to monitor the potential impacts of COVID-19 in our workplaces. Members of our leadership team are working to take the necessary steps to protect the health and safety of our employees. For your protection and the protection of your coworkers, we ask that you take the following measures.

### Maintain a Healthy Workplace:

- Frequently wash your hands with soap and water for at least 20 second.
- If available, use an alcohol-based hand sanitizer that contains at least 60-95% alcohol.
- Refrain from touching your mouth, eyes and nose.
- Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- **Stay home when sick** and return to work only when fully recovered from fever and symptoms for at least 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

### Travel Procedures / Notification Procedures

- We strongly encourage you to not travel to/from/through the current CDC level 2 and 3 countries, which currently includes **China, Iran, South Korea, Italy and Japan**, for personal reasons. We also strongly encourage you to refrain from personal travel on cruise ships. If you travel to/from/through level 2 and 3 countries or travel on cruise ships, you must contact **Human Resources** at [HR@sedonagroup.com](mailto:HR@sedonagroup.com) or **800-599-4586 Ext. 5611** and you will not be permitted to go into your work location for at least 14 days after returning home.
- If you have any international travel planned for the next [two/three] months, please provide the details of your travels to **Human Resources** so that we can continue to evaluate our policies and protocols concerning travel to that region.
- If you experience any of the symptoms consistent with COVID-19 during any quarantine referenced above, please contact **Human Resources** for further guidance.
- If you (or someone in your household) has already traveled to any of the CDC designated Level 2 or 3 countries, or believe that you have been otherwise exposed to COVID-19 through community transmission, please immediately notify **Human Resources** even if you are not showing any symptoms so that we may determine what, if any, further precautions should be taken.

We appreciate your attention to this issue and your cooperation.

