



## Novel Coronavirus Memorandum

Hello,

Because Creative Circle takes the health and safety of our employees very seriously, we are sending this memorandum to provide you information about the current global outbreak of a new Coronavirus, and to let you know that the company is taking steps to address the situation. Below sets forth best practices to prevent exposure to illnesses in the workplace and the Action Plan being implemented by Creative Circle.

### **BACKGROUND**

You have probably heard about the new coronavirus from the news. It is sometimes called the Novel Coronavirus and recently was named "COVID 19". This highly contagious respiratory illness was first identified in Wuhan, Hubei Province, China, and so far has resulted in over sixty thousand confirmed cases around the globe, but that number is growing. The U.S. Center for Disease Control and Prevention (CDC) is closely monitoring developments because of the highly contagious nature of the illness and its serious effects. Cases have been confirmed in the United States and global authorities are working together to contain the illness.

### **TRAVEL**

The CDC has issued a Warning Level 4 Travel Advisory for China. A Level 4 travel advisory is the most severe warning issued by the State Department, and it applies only to areas with a "greater likelihood of life-threatening risks." Level 4 indicates travelers should **not travel** to this destination. The outbreak is of high risk to travelers and no precautions are available to protect against the identified increased risk. Chinese authorities have so far shut down Wuhan, as well as the cities of Ezhou, Chibi and Zhijiang, among others. Chinese authorities have suspended air, road, and rail travel in the areas around Wuhan and have placed restrictions on travel and other activities throughout the country.

- All staff should cancel or postpone business travel plans to China.
- If you are planning to travel to China on a personal trip in the next 60 days, immediately notify Human Resources of your plans.
- If you have recently returned from China, and/or if you have had any contact with anyone potentially exposed to the Coronavirus, immediately notify human resources through email with the dates of your travel and return, or potential exposure. Human Resources may contact you for further information. You may be requested to work from home for up to 14 days until the end of the incubation period for the Coronavirus. If you have either traveled to China and/or have been in proximate contact with someone who has been exposed to the virus and are showing symptoms of the Coronavirus, you may be requested to return a fitness for duty certification form before returning to the workplace.

- If you are currently in China, please contact Human Resources as soon as practical. After you are able to return, you may have to work from home until the incubation period is exhausted or you are able to complete a fitness for duty form to return to work.

### **RECOGNIZING SYMPTOMS & NEXT STEPS**

Whether you have recently traveled from China or, because of the holiday season for many which may result in you encountering people who have recently traveled from China, we realize you may have concerns. Please familiarize yourself with the symptoms of the virus:

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

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, within 14 days after travel from China, call your health-care provider right away. Likewise, if you come into close contact (as defined by the Centers for Disease Control and Prevention) with someone showing these symptoms who has recently traveled from China, call your health-care provider right away.

It is also flu season, and we are encouraging staff who are exhibiting any of the above symptoms, not to come to the office.

### **PROTECT YOURSELF**

The World Health Organization's (WHO) standard recommendations for the general public to reduce exposure to and transmission of a range of illnesses are as follows, which include hand and respiratory hygiene, and safe food practices:

- Frequently clean hands by using alcohol-based hand sanitizer or soap and hot water;
- When coughing and sneezing cover mouth and nose with flexed elbow or tissue – throw tissue away immediately and wash hands;
- Avoid close contact with anyone with fever and cough;
- If you have fever, cough and difficulty breathing seek medical care early and share previous travel history with your health care provider;
- When visiting live markets in areas experiencing cases of Coronavirus, avoid direct unprotected contact with live animals and surfaces in contact with animals;
- Avoid consumption of raw or undercooked animal products. Handle raw meat, milk or animal organs with care, to avoid cross-contamination with uncooked foods, as good food safety practices require.

Please find below links with advice for the public regarding this topic:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

**PRECAUTIONS**

While at work, we encourage all staff to exercise increased precautions to safeguard their health. Please use items such as hand sanitizer and disinfecting wipes.

Any questions or concerns should be directed to [humanresources@creativecircle.com](mailto:humanresources@creativecircle.com). Thank you.