

Moffatt Staff Update on Coronavirus

March 11, 2020

As more cases of coronavirus continue to be reported, I want to provide you with an update on what Moffatt is doing to address this issue. We have been gathering information from sources who have extensive experience in implementing workplace best practices during health-related crises. A key part of their advice is that we monitor and adhere to the updated guidance published by the U.S. Center for Disease Control (CDC). In accordance with CDC guidance, please adhere to the following:

- **Stay home if you feel sick.** This is particularly important if you have a fever, a cough or shortness of breath. Seek medical attention and coordinate with Mark to either work from home or have other employees cover your responsibilities. If you develop these symptoms while you are at work, let Mark know via text or email and immediately go home. Our temporary policy is to require you to stay home or go home if you are sick, and stay home from work until you are symptom-free. Please understand that while we respect your desire to make your own decisions about your personal welfare, we are a small company and our greatest concern is protecting the welfare of our staff and their families by limiting their exposure to anyone exhibiting the symptoms above.
- **Keep hands clean.** Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, after blowing your nose, coughing or sneezing. Use an alcohol-based sanitizer that is at least 60% alcohol if available. There is a supply shortage, so please use sanitizer sparingly throughout the day and rely primarily on frequent hand washing with soap. Avoid touching your eyes, nose and mouth.
- **Prevent the spread of germs when you cough or sneeze.** Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in a wastebasket. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands. Wash your hands after coughing or sneezing, even if it's a "one-time" symptom. Please feel free to **respectfully** remind your coworkers to wash their hands if you witness this and they appear to not follow these instructions. Safety is our top concern.
- **Avoid contact with others ("Social Distancing")**. Even a handshake or high-five can cause the spread of germs. Others will understand and appreciate your looking out for them.

While our priority will always be to ensure the health and welfare of employees and others in the community, we will also continue to operate our business. We will have contingency plans to address any additional measures recommended by the CDC. In addition to the CDC guidelines covered above we are implementing several temporary changes in anticipation of further community infection or outbreak of coronavirus:

- **School, Daycare, or Other Closings:** In the event that you are no longer able to keep your regular schedule, we may be able to arrange a different work schedule (late or night shifts) or working from home to help you maintain your hours.
- **Coronavirus Leave:** In the event that you or a family member is diagnosed with laboratory-confirmed COVID-19 you may be required to stay home for an extended period. Return to work would be determined by referring to the CDC Risk Determination guidelines posted in the break room and emailed to each of you. Moffatt is prepared to provide 10 days of additional PTO if needed. We will work with each of you as each situation develops. We don't want everyone worried about wasting PTO and not following these precautions.

I'll keep you posted with key updates as we work through this together. Thank you for your cooperation and your prayers for those who may be affected in our community and work family.

Mark Moffatt