

# Communication to Associates Regarding the EB Coronavirus Readiness Initiative

March 4, 2020

We take the risks associated with the coronavirus (COVID-19) very seriously. As a result, we are taking steps to try to protect you and our other associates working on client assignments. We also need your help to reduce the risk spreading the virus and infecting people.

The good news is that the Centers for Disease Control and Prevention (CDC) say that the risk of getting the disease in the United States is low so there is no need to overreact. If you want to keep up with the latest news from the CDC, you can go to their website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> or in Spanish at <https://www.cdc.gov/coronavirus/2019-ncov/index-sp.html>

The following is what we ask of you:

1. Do not come to work if you have a temperature of 100 degrees or greater. Even if you just do not feel well, please stay home. We are asking our clients to suspend attendance policies as long as illness can be proven.
2. Wash your hands frequently using the “20 second rule”. (Fun fact: soap and water are very effective at controlling disease spread, but according to the CDC, it does not matter whether the water is hot or cold.) The CDC even has training videos if you would like to learn more. Just go to <https://www.cdc.gov/handwashing/>.
3. Use alcohol-based hand sanitizer frequently when soap and water are not readily available.
4. Cover your mouth if you are going to cough or sneeze. Please use the crook of your arm or a tissue, then discard the tissue and wash your hands.
5. You shouldn't touch your face. That is how the virus enters your system.
6. You should not touch others either. Skip the handshakes. If you must shake someone's hands, wash your hands as soon as possible afterward.
7. Do not worry about wearing a face mask. The CDC says this will not help unless you are already sick.
8. If the client you are working for has stricter rules about the coronavirus, follow them. If you think they are unreasonable, contact your branch or staff performance manager.
9. If you or a household member has been to China, Iran, South Korea or Italy in the past two weeks, do not come to work until 14 days after you have returned to the United States. The CDC says the risk level for these countries is Level 3, which is why we list them. If the CDC determines that more countries are Level 3, we will add them to this policy.
10. The risk level in the United States is still relatively low. But as the situation changes, we may add some new policies.

If you have any questions, call your branch. If the representatives do not know the answer, they will find it for you.