

March 2020

As you are all aware, the world is dealing with a global pandemic. Coronavirus, or COVID-19, has disrupted all of our lives, and we are aware many of you are facing uncertainty about your work, your health, and your safety. To that end, we are sending out this general information letter to let you know more about the developing situation, as well as what we are doing as a company.

First, we believe in keeping all of our employees safe and protected. We have been following the recent COVID-19 outbreak, as many of you have, as well. We believe strongly in following all recommendations issued by local, state, and federal authorities to keep our workforce safe and healthy and prevent the further proliferation and transmission of the COVID-19 pandemic.

According to the Centers for Disease Control (CDC) and the federal government, we can all do our part to stop the spread of COVID-19 in the following ways:

- Practice social distancing. Remain at least six feet away from others in public as much as possible.
- Avoid public gatherings with more than 10 people.
- Wash your hands regularly with soap and water for at least 20 seconds.
- Avoid touching your face.
- If you are feeling sick, please refrain from venturing out in public, where you may put others at risk.
- Suspend all non-essential travel.

The symptoms of Coronavirus/COVID-19 can mimic those of the flu, and may present differently in different individuals. Some common symptoms are:

- Fever
- Cough
- Shortness of breath

Symptoms can appear anywhere between 2 and 14 days after exposure, according to the information we currently have.

If you have recently traveled internationally, we strongly encourage you to monitor your health closely. If you develop any symptoms of COVID-19, the federal government is urging that you self-quarantine, including avoiding public transportation and avoiding people and animals in your household.

If you are sick, the CDC advises that you wear a facemask, and call any medical provider you plan to visit before your arrival, so that the physicians, staff, and other patients can remain protected. Please continue to wash your hands, disinfect high-touch surfaces, and avoid sharing personal items. More information can be found on the CDC's website, at [CDC.gov](https://www.cdc.gov).

As a company, we are making sure we continue monitoring all of the new information coming out. We plan to keep up-to-date with everything happening and keep in communication with you all.

INVENIRE MEDICOS

We also encourage you to follow the important updates coming from the CDC and World Health Organization (WHO).

Please know that during a difficult time like this, it can be tempting to follow the news 24/7. But it's important to try and keep your routines as normal as possible, including giving yourself a mental health break from the constant coverage of COVID-19.

We are taking the following preventative measures in our physical space, which will remain open for the time being:

- Making more hand sanitizer available
- Barring non-essential visitors from the premises
- Increasing the frequency with which the space is cleaned
- The following health and safety measures:
 - It is mandatory to stay at home and be tested if employee(s) have early symptoms of fever, cough and other symptoms/signs of Covid 19.
 - All employees must bring their own water, coffee and any other snacks or food to prevent initial exposure to asymptomatic patients.
 - Avoid using other employee hardware like computer, laptop, mouse, phone or any other properties assign to a specific employee.
 - Employee must immediately inform their supervisor if they have symptoms of Covid 19.

To assist our employees during this time, all of our staff will be moving to a work-from-home arrangement, also known as telecommuting.

Additionally, we will be implementing the following temporary leave policies:

- Employees who are sick with COVID-19 or are displaying symptoms similar to those infected by COVID-19 are encouraged to stay home. Any time taken in this regard will not be used against the employee's accrued paid time off.
- If an employee needs to care for a sick relative, we encourage direct and open communication with your supervisor. Any time taken in this regard will not be used against the employee's accrued paid time off.
- Please speak to your supervisor as needed for any other concerns.

We encourage employees with any concerns to speak to us during this difficult time. We understand many of you are facing uncertainty, as we all are. We believe remaining calm and undertaking the CDC's best practices, as well as looking out for each other, is the best way to do our part.