



HR ANNOUNCEMENT

TO: All employees
FROM: ASRC Human Resources
DATE: February 27, 2020
RE: Coronavirus (COVID-19) Update

In the past few weeks, you have likely seen news articles and stories regarding the recent outbreak of the Coronavirus Disease 2019 (COVID-19). Like other employers across the country, ASRC has been monitoring the situation, reviewing guidance from the Center for Disease Control and Prevention (“CDC”) and the Occupational Safety and Health Administration to take steps to best protect our workforce. We are also working to ensure we are prepared for an outbreak should one occur in the United States and in areas where ASRC employees work.

For information about the coronavirus, please visit the CDC’s website (<https://www.cdc.gov/coronavirus/2019-nCoV/>) for helpful information - ranging from symptoms of the virus to details about how the virus spreads. Based on the CDC’s guidance, ASRC advises employees of the following:

- If employees have symptoms of acute respiratory illness, they are advised to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- Employees who come to work appearing to have acute respiratory illness symptoms (*i.e.*, cough, shortness of breath), may be separated from other employees and sent home.
- ASRC and its subsidiaries also have generous leave policies. Please contact your Human Resources Department if you have questions about what leave options may be available.
- Familiarize yourself with the CDC’s coughing and sneezing etiquette (https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html) and clean hands (<https://www.cdc.gov/handwashing/index.html>) webpages so we can all do our part to prevent the spread of illness in the workplace.
- If you are traveling, check the CDC’s Traveler’s Health Notices for guidance and recommendations (<https://wwwnc.cdc.gov/travel>). Given the CDC’s warning levels for certain countries, the company asks that you consider providing appropriate notice to your supervisor or Human Resources if you have or are planning to travel to China, South Korea, Iran, Italy, Japan, or other countries added to the watch list.
- Finally, if you or a family member are diagnosed with the coronavirus, or if you have been exposed to the coronavirus, please notify your supervisor or Human Resources.

ASRC is committed to providing a safe workplace for all of its employees and will continue to monitor the situation. ASRC reserves the right to adopt additional policies and procedures based on the circumstances. If you have any additional questions, please contact Human Resources.