

From: sbaden@resnet.us <sbaden@resnet.us>
Sent: Wednesday, March 11, 2020 2:10 PM
Subject: Coronavirus (COVID-19) Information and Precautions

RESNET Team

The coronavirus (COVID-19) situation is rapidly evolving. The health and safety of RESNET employees and their respected communities are our priority. RESNET wants to help you stay informed and navigate potential challenges to our organization, families and communities.

One of the most important things you can do is stay informed. Pay attention to trusted health resources such as the [World Health Organization](#), [Centers for Disease Control](#) and your local health authorities.

The Center for Disease Control (CDC) reports that individuals with the following health have the greatest risk:

- Older adults
- People who have serious chronic medical conditions like:
 - Heart disease
 - Diabetes
 - Lung disease

What we all should do:

- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Stay home when you are sick.
- If you need time off to see a doctor, take the time and do so.
- Avoid touching your eyes, nose and mouth.
- Put distance between yourself and other people if COVID-19 is spreading in your community.

The CDC states that reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease COVID-19) case.

The agency states that the following symptoms may appear **2-14 days after exposure.***

- Fever
- Cough
- Shortness of breath

If you think you have been exposed to COVID-19 and develop a fever and symptoms of respiratory illness, such as cough or difficulty breathing, ***call your healthcare provider immediately***. Request to be COVID-19 tested.

To ensure employee and public health RESNET is adopting the following travel policy until further notice:

- Travel to meetings and conferences with large gatherings will be cancelled. Exceptions to this will be made on a case by case basis and I must approve them.
- Other travel for small meetings and quality assurance monitoring will be allowed if the staff member is comfortable with such travel. Such travel must be approved in advance by either Cardice or myself.

I have directed Faye to work with the airline and hotel on travel that must be canceled or postponed. If you need to cancel current reservations please contact Faye.

Cardice and I will monitor the situation daily and as the situation evolves, we will adjust our travel policy as needed to keep everyone safe.

Please send Cardice Howard your current travel schedule from March 11, 2020 – June 30, 2020 by the end of day on Thursday, March 12, 2020.

Next Monday we will have an all hands aboard call on this. Cardice will be sending you soon a Doodle Poll to determine your availability.



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