

INFORMATION ABOUT COVID-19

What is COVID-19?

- COVID-19 is the infectious disease caused by the most recently discovered coronavirus.
- This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019.

What are symptoms of COVID-19?

- The most common symptoms of COVID-19 are fever, tiredness, and dry cough.
- Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea.
- These symptoms are usually mild and begin gradually.
- Some people become infected but don't develop any symptoms and don't feel unwell.
- People with fever, cough and difficulty breathing should seek medical attention.

To learn more, visit the World Health Organization (WHO) website at www.who.int.

HOW TO PROTECT YOURSELF AND OTHERS

Stay home if you're sick

- Please do not increase the risk of spreading illness to those around you.
- If you begin to feel sick at work, go home as soon as possible.
- Please do not bring sick children into the workplace, for the safety of your children and colleagues.

Take preventative actions

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
 - CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
 - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others.
- 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; and, when hands are visibly dirty.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

TRAVEL AND MEETING POLICIES

- We have implemented a complete ban on all business travel to China, Iran, South Korea and Italy.
 - We're closely following the CDC's recommendations regarding travel and will continue to update this list as needed.
- Any other travel - even within the US – is now restricted to business critical.
 - **Any employee can elect to postpone or cancel any travel if they are uncomfortable traveling at this time.**
 - Please also contact your department head or Production Safety if you have questions about what constitutes business critical.
 - We strongly encourage the use of virtual meetings or conference calls in lieu of travel, when possible.

- **Advise your department head or Production Safety of any personal travel to or from the impacted countries noted above.**
- **Self-Quarantine Policy**
 - If you, or anyone in your household, returns from an impacted country today or on a future date, you must self-quarantine for 14 days commencing upon the date that you or your household member, left the impacted country.
 - If you, or anyone in your household, returned from an impacted country within the last 14 days - even if you have already returned to work – you must self-quarantine for the remainder of the 14 days following the date upon which you, or anyone in your household, left the impacted country.
 - This policy applies regardless of whether the employee is experiencing any symptoms of COVID-19.
 - Do not return to work until after the self-quarantine period has expired. Even if the self-quarantine period has expired, do not come to work if you or anyone in your household exhibit any COVID-19 symptoms.
 - We will provide you with updates on which countries are restricted for travel or where people returning will be asked to self-quarantine.
- For additional questions or travel/production-specific inquiries or other concerns, please contact your department head or Production Safety.

Emergency Contact Information:

- It's important to keep your information up to date, to add or edit your emergency contact information. Please contact your department head if you need to make any changes to your emergency contact information.

ADDITIONAL RESOURCES

Medical support

- You may receive care at your doctor's office or an urgent care facility – for this type of care, please try to call ahead and tell them what your symptoms are and that you may have COVID-19. This information will help the healthcare provider's office take steps to keep other people from getting infected or exposed. People with fever, cough and difficulty breathing should seek medical attention.
- In addition, if you experience any of the COVID-19 symptoms listed on the attached fact sheet, please contact the set medic, Production Safety, or call the Production Safety Hotline at 323.956.SAFE (7233).

Please note that we will continue to update you as we receive additional information on COVID-19.