

PROTECTSPE

With the Coronavirus situation quickly evolving, we wanted to make sure you have the most up-to-date information and are aware of resources available to you at SPE. We have a global cross-functional group within SPE, the Incident Management Team (IMT), meeting regularly and tracking relevant data including guidance from local, national and international health agencies. This team is working closely with senior leadership and is instrumental in making critical, timely decisions and is committed to continuing to communicate as more information is available to share. You can also help us reach you in a timely and efficient way by ensuring your contact information is up-to-date in SPE's emergency notification tool, [AlertSPE](#).

Travel Guidance – As of now, we don't see a need for any additional changes to our travel guidance. The most up-to-date information was sent to all employees last week on [March 4 from ProtectSPE](#). Note: Some governments are establishing their own measures and travel restrictions, so it's important that you follow local and regional guidance as more frequent and specific communications may be shared with your offices.

If You Are Not Feeling Well – Please remember, if you are sick, please stay home for your own health and to respect others in the workplace. If you are feeling better but still presenting symptoms, please reach out to your manager or P&O business partner to discuss work from home arrangements.

Connecting Remotely – The IMT is monitoring offices and locations around the world and providing work-from-home guidance, where appropriate. In the meantime, IT is supporting the business in preparing for any expansion in work-from-home policy. As part of this planning, please consider what additional access you may need and bring your laptop home so you can test your remote connection. If you have questions, please reach out to your IT business contact or the Global Service Desk at GSD@spe.sony.com.

Prevention Tips – While the following are common sense tips, these are measures health officials are recommending people use to care for themselves and those around them:

- Wash your hands.
- 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. If you don't have a tissue, use your sleeve.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Note: SPE is assessing and adjusting office cleaning regimens, as appropriate.

SPE Resources for Questions and Information – Many of you have asked questions about travel and other topics related to COVID-19. We have prepared a set of [FAQs posted on mySPE](#) and ask that you take a moment to read through them. If your questions are not answered in the FAQs, you may reach out to two SPE-specific resources for more information:

- **P&O Employee Direct** – Staffed during U.S. business hours (9 a.m. – 6 p.m. PST), this team is available for employees globally at PO_EmployeeDirect@spe.sony.com or at +1 310-244-7062.
- **Global Security Operations Center** – This team is also available to answer employee, production and visitor-related questions and after-hours in the U.S. You can reach them at GSOC@spe.sony.com or by phone at +1 310-244-5505.

You can find additional information in the ProtectSPE mobile app available in the [iOS](#) or [Android](#) store. The app provides you with ready access to a variety of health and safety information, including emergency procedures, information for travelers and important SPE safety contacts.

The health and well-being of SPE employees is our top priority. We appreciate your continued efforts to stay informed and thank all of you for your dedication and professionalism as we work through this evolving situation.