

# **Coronavirus (COVID-19) Employee Policy & Guidance**

Like so many of you, we have spent the past few days and weeks learning about the Coronavirus, and how it is impacting all of us. We have been trying to assess the possible impacts upon our employees, customers, clients, and the communities we serve. I am sure all of us have been impacted in various ways. Our daughter, Ariella, who will be graduating from the University of Michigan this spring, was devastated to learn that she had just attended her last “in person” class and we are now facing the possibility of cancelled commencement ceremonies. The overriding objective that guides us is to keep you and our community safe.

At this time, no one knows how severe the outbreak will be. Given this uncertainty, we are taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage or adopt practices protecting the health of employees, customers, and clients. These are enumerated below.

## **Personal Days & Sick Leave**

- We will provide three personal days for all eligible staff for events/life disruptions related to the virus.
- We will provide 5 additional sick days to any eligible employee diagnosed with the coronavirus.

## **Travel – Business and Personal**

- All out-of-town business travel is prohibited until further notice.
- Anyone returning from personal travel out of the country or who resides with someone going out of the country must self-quarantine for a period of 14 days.

## **Events & Meetings**

- We suggest events be changed from in-person to virtual/web if feasible
- We suggest that any large gatherings/parties are put on hold or cancelled.

## **Personal Hygiene**

We remind all employees of the following:

- Stay home when you are sick
- Wash your hands frequently with warm soapy water for at least 20 seconds
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash
- Avoid people with respiratory symptoms
- Clean frequently touched surfaces

## **Workplace Hygiene**

For all of our work locations that we manage/control, we will be providing alcohol-based hand sanitizers and cleaning sprays and wipes. Please bear with us as they are now in short supply.

## **Telework/Work at home**

- Telecommuting and/or working at home may be considered. We will follow the recommendations or directives of our contractor/customers to whom you are assigned.

## **Useful Links**

- [The WHO just declared the coronavirus a pandemic. Here's what that means.](#)
- [Don't Panic: The comprehensive Ars Technica guide to the coronavirus](#)
- [Apple Says It's A-OK to Use Clorox Wipes on Your iPhone](#)
- [These cleaners kill coronavirus: Lysol, Clorox, Purell products make EPA's disinfectants list](#)
- [How To Avoid Coronavirus? Lessons From People Whose Lives Depend On It](#)
- [How canceled events and self-quarantines save lives, in one chart](#)
- [Why older and chronically ill Americans are at greatest risk from coronavirus](#)
- [What to do if you think you have COVID-19](#)
- [The do's and don'ts of "social distancing"](#)

If you have any questions please contact Lisa Caldwell ([lcaldwell@greatlakesresearch.com](mailto:lcaldwell@greatlakesresearch.com) or 412-261-5577 ext. 156) or [COVID19@greatlakesresearch.com](mailto:COVID19@greatlakesresearch.com). Thank you for your cooperation and stay in good health!! We expect to be sending frequent updates.

Dick & Jane Meltzer