

In This Together

Dear Team Member,

Your health and well-being continue to be our highest priority. With the situation surrounding COVID-19 (commonly known as coronavirus) continually developing, we are monitoring the situation on an ongoing basis and will communicate any changes in workplace policy as more information becomes available.

In the meantime, we encourage you to read the following information on the coronavirus. These recommendations are aligned with guidelines from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO).

THE BASICS

What is the coronavirus?

COVID-19 is a respiratory disease caused by a new coronavirus that was first detected in Wuhan, China, in December 2019. Coronaviruses are a large family of viruses that may cause illness in both humans and animals. The virus that causes COVID-19 originated in bats.

What are the symptoms?

Symptoms can appear within two to 14 days. The most common include fever, dry cough, fatigue and shortness of breath. Some patients may experience mild aches, nasal congestion, runny nose, sore throat or diarrhea. Other patients may not show any symptoms.

How does the virus spread?

You can catch the virus if a person with COVID-19 coughs or breathes near you. You can also catch it from objects and surfaces a person with the disease has touched.

Is there a cure?

Not yet. Specific vaccines and drug treatments are currently being tested. That said, about 80% of people who become sick recover without treatment. However, vulnerable groups—including elderly people and those with underlying medical problems such as heart disease or diabetes—are more likely to become seriously ill.

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HOW TO PROTECT YOURSELF & OTHERS

Here are some actions you can take to stay healthy and prevent the spread of illness. Taking these steps will not only help keep you and your family safe, it will keep more vulnerable members of our community safe as well.

If you are feeling unwell, stay home and rest.

If you develop some of the symptoms described above, stay home and rest. This will help reduce the risk of exposure for those around you. If your symptoms get worse, call your doctor or get in touch with our telehealth provider.

Wash your hands often with soap.

Wet your hands and scrub with soap for at least 20 seconds (or about the time it takes to hum “Happy Birthday” twice). Be sure to get between your fingers and under your nails. If soap and water isn’t available, use a hand sanitizer with at least 60% alcohol.

Cover coughs and sneezes.

Use the “vampire” technique—use the inside of your elbow to cover your mouth and nose.

Clean high-touch surfaces.

Disinfect phones and tablets using 70% isopropyl alcohol. Wipe down handles, doorknobs and counters.

Stand away from people, when possible.

Avoid shaking hands (try flashing the peace sign or touching elbows instead) and reconsider going to large gatherings or crowded spaces.

With kids, keep calm—and get the flu shot.

The good news is that cases in children have been rare. That said, this is a good reminder to guard against other illnesses, like the flu. In fact, our medical plans cover 100% of the cost of immunizations. Just remember to visit an in-network provider to receive the full benefit.

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Stock up wisely.

Unless you are already infected, facemasks won't help. However, do stock up on at least two weeks' worth of groceries, household supplies and prescriptions.

Speaking of stock...

With stock prices falling, you may be tempted to stop your 401(k) contributions. Unless your long-term retirement goals have changed, we recommend riding out the current market shakeup.

WHERE TO GO WITH QUESTIONS

For questions regarding symptoms, where to go to get care and what your plan covers, call the number on the back of your medical ID card.

We also understand that this can be an anxious and stressful time. For help managing stress, turn to our employee assistance program (EAP).

Finally, as the status of the coronavirus pandemic continues to change, we recommend checking the CDC (www.cdc.gov) regularly for updates.

We are encouraged by the many ways—large and small—you and your colleagues have already worked to stop the spread of coronavirus in our community. For your continued care, cooperation and dedication to the well-being of our community, we'd like to say:

Thank you.

