

Coronavirus Information for Employees

Coronavirus disease 2019 (COVID-19) continues to spread globally, and the Centers for Disease Control and Prevention (CDC) now says it's not a question of "if" but "when" we'll see outbreaks in the United States.

We suggest that individuals start thinking through simple contingency planning and preparation.

Background on Coronavirus (COVID-19)

The coronavirus family itself is nothing new. However, this strain of the virus, which originated in Wuhan, China, is especially dangerous. The World Health Organization's (WHO) official name for the illness caused by the 2019 coronavirus outbreak is COVID-19.

Common signs of COVID-19 include fever, shortness of breath, cough, respiratory symptoms, and difficulty breathing. In cases that are more severe, the infection can cause pneumonia, severe acute respiratory syndrome (SARs), kidney failure, and even death.

The outbreak, which began in December 2019, is estimated to have already infected more than 93,000 people, killing over 3,000. The virus is thought to spread mainly between people who are in close contact with one another and through respiratory droplets produced when an infected person coughs or sneezes. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it.

Risk Assessment:

- For most of the American public, who are unlikely to be exposed to this virus at this time, the immediate health risk from COVID-19 is considered low.
- People in communities where ongoing community spread with the virus that causes COVID-19 has been reported including California, Oregon, and Washington are at elevated, though still relatively low risk of exposure.



TravelBank's COVID-19 Response Plan

Business Travel: Effective immediately, all business travel must be absolutely necessary before employees travel. Any business-related travel after March 15, 2020 must be approved by Duke, Reid or Josh **before** travel takes place, even if the trip was booked and planned ahead of March 15, 2020. Any new business travel plans must be pre-approved by Duke, Reid or Josh. As we continue to monitor Coronavirus developments and prepare our response, we'll let you know about further actions and adjustments required. This direction is in place to reduce avoidable COVID-19 virus exposure for all of you and we will re-evaluate this direction as more information and guidance about COVID-19 is available.

Working From Home: Effective immediately, all TravelBank employees are mandated to work from home until further notice. Wherever possible, we highly encourage you to leverage Zoom's and Google Hangouts video conference capabilities to keep the "face to face" connection.

Please note that TravelBank's official policy does not mandate, request or encourage team members to meet up and work together outside of the office. If individual TravelBank employees or teams choose to meet face-to-face and work together outside of the office, please do so at your own discretion and judgment. We also ask for your understanding that any expenses incurred as a result of working together outside the office will not be considered reimbursable.

Staying Healthy: Employees should practice good judgment:

- Please take advantage of our flexible PTO and WFH policy, and stay home if you feel sick at all.
- Call your doctor if you're concerned or have persistent symptoms associated with COVID-19.
- Avoid close contact with people known to be ill.
- Consider rescheduling personal travel.

and follow recommended hygiene practices:

- Wash hands with soap and warm water. (We have hand sanitizer in the office.)
- Clean work areas and surfaces regularly. (We have Clorox wipes in the kitchen.)



You can learn more about COVID-19 from the [Centers for Disease Control and Prevention](#), the [World Health Organization](#), and the state and local agencies responsible for public health in your area.

We will continue to monitor Coronavirus developments and communicate further updates to our response plan. Our goal is to help reduce avoidable COVID-19 virus exposure. Contact your manager if you have questions.