



## **Guidance Relating to Coronavirus**

In light of the coronavirus outbreak, Alpha Business Solutions (ABS) has implemented these guidelines to protect employees who may be at risk and to address employee and client concerns regarding the potential transmittal of the virus in the workplace.

### **Signs and Symptoms**

The Centers for Disease Control and Prevention (CDC) has categorized the health risk of the coronavirus (COVID-19) to the general American public as low. Based on the CDC reports, illness with this virus has ranged from mild to severe. Signs and symptoms of infection include fever, cough, and difficulty breathing. Sore throat also has been reported in some patients. Some patients also have reported diarrhea without other symptoms. This new coronavirus has caused severe disease and death in patients who developed pneumonia. Risk factors for severe illness are not yet clear, although older adults and those with chronic medical conditions may be at higher risk for severe illness.

### **Best Hygiene Practices and Prevention Measures**

The best way to prevent infection is to avoid exposure. CDC recommends taking some actions to help prevent the circulation of respiratory viruses, including:

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover coughs or sneezes with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

### **Travel Notices**

CDC recommends that travelers avoid all nonessential travel to China, Italy, South Korea, Iran, and Venezuela (“High Risk Countries”). There is limited access to adequate medical care in affected areas. Please check CDC’s Traveler’s Health Notice <http://www.cdc.gov/travel> for the latest guidance and recommendations for each country.

### **Preventative Measures**

The following guidelines are instituted as a preventive measure:



- You are not to schedule any travel to High Risk Countries until further notice. If you have already scheduled travel to any of these countries, you should immediately advise your Diversant manager regarding cancelling the travel plans.
- If you have recently traveled to any of High Risk Countries *or* have been exposed to anyone who has traveled to these countries, please immediately communicate this to Allison St. Hill at [asthill@alphabizpayroll.com](mailto:asthill@alphabizpayroll.com).
- If you are experiencing signs and symptoms of the virus (*i.e.*, feel sick and exhibit symptoms such as fever, cough, or difficulty breathing):
  - Do not come to work.
  - Seek medical assistance immediately.
  - Avoid contact with others.
  - You may be required to obtain a fitness-for-duty/return-to-work notice from your physician.

Any leave of absence associated with coronavirus will be administered consistent with ABS' normal sick and leave of absence policies. The situation continues to be monitored and ABS will provide you with any additional updates as received.