

The HR News logo, featuring a stylized 'e' in a green circle followed by the text 'HR News' in blue.

**To: All EGT Employees**  
**Re: Coronavirus Preparation Policy**  
**Date: March 9, 2020**

As the novel coronavirus (COVID-19) begins to have an increased impact on our EGT communities, we recognize that there is an increasing amount of information available, undoubtedly with varying levels of accuracy. This *Coronavirus Preparation Policy* is intended to relay to our employees and stakeholders that we are doing everything we can to plan and prepare to run our business and serve our customers while minimizing, to the extent possible, any potential risks to the health, safety and welfare of those individuals.

Because the situation regarding COVID-19 infections is evolving quickly, we will continue to monitor developments and guidance issued by local, state, and federal health authorities and will update this policy and communicate changes as necessary. We are seeking advice from public health professionals, communicating with our customers, and carefully watching what steps our peer companies are taking in each of the locations where we are located and where our employees reside to respond to COVID-19 responsibly.

### **International / Seattle Area Air Travel Restrictions**

International travel, or travel to the Seattle-King County area, could result in people coming in close contact – either directly or indirectly – with people exposed to COVID-19. We are also cognizant of the risks to people becoming entangled in government or airline restrictions, or having difficulty returning to the United States. As a result:

- We are restricting all international/Seattle area business travel without the approval of our CEO, and strongly discourage all such travel for personal reasons (though of course we recognize this is a personal decision and extenuating circumstances may require such travel).
- Anyone who travels internationally or to the Seattle area – or is currently abroad – is required to inform EGT by email to [HR@](mailto:HR@) and for the safety of everyone, must self-quarantine (and should not report to any EGT office) for 14 days upon return consistent with the quarantine guidance being offered currently by public health community.

### **Travel Guidance**

Non-essential domestic business air travel is also strongly discouraged, and should be discussed with your manager in advance.

Please use your best judgment and avoid activities that can put yourself and others at risk. Please carefully evaluate your attendance and interactions at any large meetings, such as trade shows, where other participants may have been exposed to COVID-19.

Domestic business travel required for the performance of work-related activities should be evaluated against the options of teleconferencing or delayed travel, and any required work air travel should be discussed with your manager prior to making arrangements.

For customer/prospect visits that do not require air travel, we recommend discussing with our customer/prospect the specifics of the visit and the prudence of limiting attendees and following these protocols while on-site to limit the risk of exposure to COVID-19.

## Self-Quarantine

You should stay home for 14 days, and also notify your manager and HR (by email to [HR@](#)), if you or anyone you are in “close contact” with has:

- come into contact with anyone diagnosed with COVID-19, or is subsequently diagnosed within 14 days of your contact;
- come into contact with anyone who has been quarantined or whom you reasonably suspect may have been exposed to COVID-19; or
- traveled internationally or to the Seattle area in the last 14 days.

For these purposes, “close contact” means living with or spending extended time with a family member or friend.

If you are aware of a colleague who is self-quarantined, or is otherwise impacted, please contact or ensure that they contact their manager and [HR@](#).

## Precaution Protocols

EGT-sponsored customer-facing events, invitations and/or registration pages should include language reminding attendees to assess attendance if they may have risk of infection. Please contact [HR@](#) for the current approved language.

We continue to be dedicated to servicing our customers. Please be in touch with [HR@](#) regarding messaging to customers around our COVID-19 policies and navigating any potential situations where you may be uncomfortable meeting with a customer – either in our offices or another location.

The restrictions above relating to attendance at our offices apply to all EGT personnel, as well as customers and visitors to our offices. Please reach out to [HR@](#) regarding the appropriate language to send to anyone you anticipate visiting an EGT office. If you are scheduled to have visitors come to EGT offices, you may consider having the meeting remotely. You should discuss or feel free to share this *Coronavirus Preparation Policy* regarding access to our offices.

***If you have a laptop, please be sure to take it home every night.*** We want everyone to be prepared as we acknowledge that circumstances could evolve and change quickly. For those without laptops, we are in the process of expanding our inventory in order to make laptops temporarily available to anyone who needs to work from home. We will also be expanding training for those who have not yet worked from home in order that all are familiar with the functionality of our technology suite to enable remote work.

## COVID-19 Prevention

Please visit the CDC, WHO and State Department websites below for up-to-date information on preventing the spread of the coronavirus and the latest travel advisories. These and other public health sources contain substantially more information to educate you about COVID-19 and evolving developments, and we encourage you to supplement this Policy with a thorough and regular review of CDC, WHO and State Department guidance to remain current on advised protocols.

<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

Please follow these suggested protocols to control spread of coronavirus:

- NO HANDSHAKING. Use a fist bump, elbow bump, etc.
- Use ONLY your knuckle to touch light switches, elevator buttons, etc. Be mindful in other customary daily exchanges (*e.g.*, eating out, purchasing goods, pumping gasoline, etc.) to limit the physical interactions you have and to wash/sanitize your hands directly after.
- Open doors with your closed fist or hip – do not grasp the handle with your hand unless there is no other option (especially important on bathroom and commercial doors).
- Wash your hands with soap for at least 20 seconds and/or use a greater than 60% alcohol-based hand sanitizer whenever you return from any activity that involves locations where other people have been.
- Keep a personal bottle of sanitizer available for use when you can't immediately wash your hands.
- If possible, cough or sneeze into a tissue and discard. Use your elbow only if you have to. The clothing on your elbow will contain infectious virus that may be passed on.
- Wipe down common surfaces with sanitizer wipes before touching.

Please use your judgment on coming into the office if you are not feeling well and strongly consider working from home if you have a cough or fever. You should return only when fully recovered from an illness (fever free for 24 hours). If you have any reason to suspect you may have contracted COVID-19, you should be in contact with medical professionals and the above policy regarding self-quarantine should be followed.

The health and safety of our employees is first among our responsibilities to you, and we share these policy requirements and recommendations in furtherance of that duty.

Edmunds GovTech, Inc.