



## Memorandum

Date:

To:

From:

Subject: Coronavirus Disease 2019 (COVID-19) Organizational Update(Supplemental guidance for employees going on personal travel)

### Background

CDC is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in Wuhan City, Hubei Province, China and which has now been detected in multiple locations internationally, including cases in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”). Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people, such as with MERS and SARS. COVID-19 is spreading person-to-person in China and some limited person-to-person transmission has been reported in countries outside China, including the United States.

(Agency) is closely following rapidly developing guidance from CDC, the World Health Organization, VA, and others to determine best practices preparing for and responding to this outbreak. We are guided by a fundamental commitment to taking every possible action to protect team members and clients and to mitigate against all foreseeable circumstances.

### Protocol for any employee conducting personal travel

(Agency) recognizes that a large percentage of clients served by the organization’s SSVF program are in what is being called a high risk category based on age and other factors. We are highly aware of obligations to take every reasonable action to protect our personnel, offices, vehicles, and other places where we have contact with clients.

Beyond asking every team member to closely follow CDC guidelines daily and to notify supervisors in the event of any exposure to areas known to be sites from which the virus has spread, we are instructing team members to avoid travel hubs such as ports and airports, large crowds, or any similar situation where there is a high-risk of becoming a carrier of the virus. Any team member doing so contrary to this request will need to self-quarantine for a period of 14-days before returning to (Agency) office. While we know this and other measures being taken may require changing plans, we believe this is a necessary action to mitigate against potential adverse effects to clients and other team members.

Your assistance in maintaining a safe and healthy environment for yourself, our clients, and team members is vital. Any team member taking part in commercial travel or participating in an activity in which large crowds are present is asked to immediately notify their immediate supervisor for self-quarantine details.