



Date: March 16, 2020

Team,

In reference to the Coronavirus virus 2019 (abbreviated "COVID-19"), there is a lot of information in circulation. We have spent the weekend researching this and identifying what we can do to help protect ourselves and our customers. Please be smart and use common sense to avoid inaccurate information to cause unnecessary fear. Below are some best practices to stay healthy:

- If you have a runny nose, you most likely have a common cold.
- Coronavirus pneumonia is a dry cough with no runny nose.
- If someone sneezes, it will travel about 10 feet before it drops to the ground and is no longer airborne. Sneeze into your arm to limit the spread of saliva/discharge.
- Wash your hands frequently: the virus can stay on skin for 5-10 minutes
- Limit touching your face, rubbing your eyes, etc. after you touch your workstation or other people.
- Wipe down everything you touch at the end of the day with sanitizer wipes.
- Keep yourself healthy when other people are sick. Stay clean, get enough sleep, limit breathing air other people have expelled and by staying away from people who you see have the symptoms.

Up to date, accurate information is on the CDC website here (social media is not always accurate):

<https://www.cdc.gov/>

I have also attached a letter to our customers for your review that we will be posting to let them know what precautions we're taking. You may share this information with our customers should you be asked about what we are doing to prevent the spread of the virus.

Finally I have attached a common symptoms diagram. If you feel you fit the category and present symptoms of the virus, please notify your manager and we will take appropriate action:

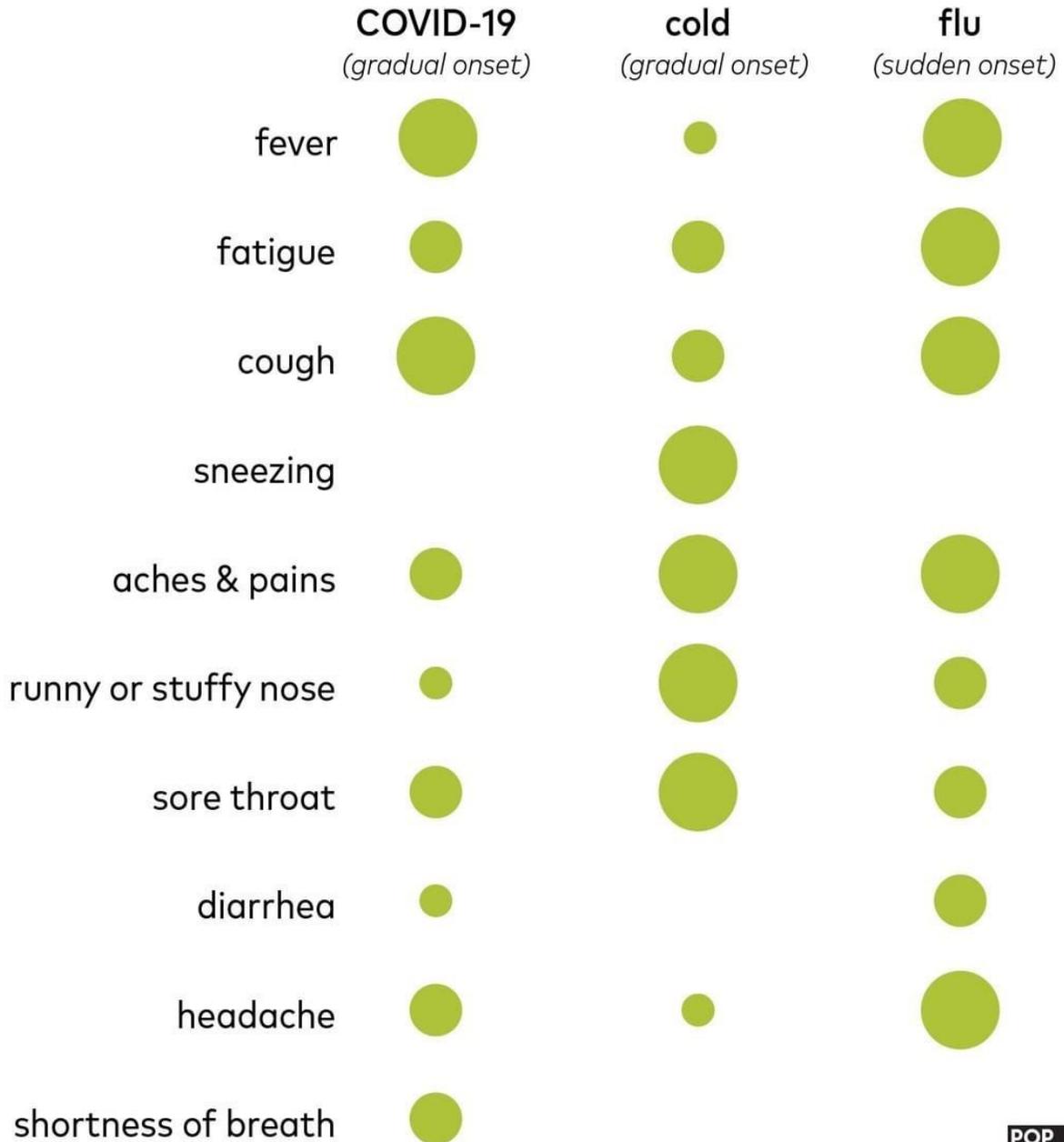
- Fever
- Cough
- Shortness of breath



Symptoms may appear 2-14 days after exposure.

Is it coronavirus, or is it something else?

how common each symptom is → rare ● ●● common



Source: CDC, WHO





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Thank you for your commitment to our success. We are open for business and keeping our normal hours. We cannot lose momentum to have a strong sales finish this month in order for everyone to remain employed and in good shape financially.

Justin McMinn

General Manager

Mobility of Denver

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