



*Pandemic/COVID-19 Virus Policy*

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## Revision History

Date	Revised By	Description
02/28/2019	Randy New	Modify existing policy for a pandemic event

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## Pandemic Policy

### Overview

This Pandemic Policy is developed as part of the contingency planning process and under the guidelines of the Centers for Disease Control and Prevention (CDC).

### Purpose

The purpose of the policy is to identify and prioritize the firm's response to help prevent workplace exposures to acute respiratory illnesses, including COVID-19.

The policy is composed of the following steps:

#### Actively encourage sick employees to stay home.

- Currently, over 90% of our employees have the ability to perform their functions remotely on at least a temporary basis.
- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Our sick leave policies are flexible and consistent with public health guidance and our employees are aware of these policies.
- We currently make very limited use of contract or temporary employees. If the practice of using contract or temporary employees increases, we will stress the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- We do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- We maintain flexible policies that permit employees to stay home to care for a sick family member. We are aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.

### Separate sick employees.

- Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or who become sick during the day are separated from other employees and will be sent home immediately.
- Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

### Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees.

- Posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) are to be posted at the entrance of the workplace and in other high traffic workplace areas where they will be seen.
- We provide tissues and no-touch disposal receptacles for use by employees and guests.
- Employees are to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations, including conference rooms, to encourage hand hygiene.
- Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.

### Perform routine environmental cleaning.

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are normally used in these areas and follow the directions on the label.
- We provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

### Advise employees before traveling to take certain steps.

- Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
- Employees should check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.

- Employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
- If outside the United States, sick employees should follow our company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

#### Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19.

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.