To All Employees,

The Executive Committee is committed to ensuring the health and safety of our employees and the patients we serve. We know there are organizational concerns about COVID-19 (formerly the 2019 Novel Coronavirus). In light of changing developments, we wanted to provide you with [Company name]’s current response plan. We believe the travel restrictions and process below will help limit the impact of Coronavirus on our communities, our families and our patients.

[Company name] has been monitoring the World Health Organization, speaking with other companies and is leveraging the guidelines of The U.S. Centers for Disease Control (CDC) which uses a 3-point scale as captured below. Currently, China and South Korea are at level 3 while Italy and Japan are at level 2. As you know, this remains a very fluid situation and we will monitor the CDC for updates that will inform further guidance.

<table>
<thead>
<tr>
<th>Warning Level 3</th>
<th>Avoid Nonessential Travel</th>
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<tbody>
<tr>
<td>Alert Level 2</td>
<td>Practice Enhanced Precautions</td>
</tr>
<tr>
<td>Watch Level 1</td>
<td>Practice Usual Precautions</td>
</tr>
</tbody>
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Effective immediately, the following restrictions are in effect.

1. All business travel to and from Level 2 and Level 3 countries is suspended until further notice.
2. All travel outside of home country must be approved by an Executive Committee member and shared with regional HR representative.
3. All employees returning to their home country from a Level 2 or Level 3 country must work from home for a period of 14 days.
4. Employees will not be required to travel outside of their home countries. Managers and employees should discuss travel both outside and within their home country and align on comfort level.
5. Employees who travel to Level 2 or Level 3 countries for personal reasons must disclose this to their Human Resources representative and will then be required to work from home for a period of 14 days.
6. Employees who have immediate family members returning from personal travel to Level 2 or Level 3 countries must disclose this to their Human
Resources representative. Those returning from level 3 countries will then be required to work from home for a period of 14 days.

We will continue to monitor the guidance from the CDC and other international agencies, and we will provide our next updated travel restrictions in two weeks barring any sudden changes that require immediate address. If it becomes necessary additional regional restrictions may be imposed. These restrictions will be at the discretion of the Regional General Manager. While the above is our policy at present, any needed expectations must be discussed and approved by your Executive Committee member.

We kindly request that contractors and consultants, self-disclose in the same manner as employees outlined in items number 5 and 6 above.

As a reminder the actions below are recommended by the CDC as everyday preventive actions to help prevent the spread of respiratory diseases, including:

Avoid close contact with people who are sick.

Avoid touching your eyes, nose, and mouth.

Stay home when you are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

If you have any questions about travel you can speak with your manager, function head, executive leader or your Human Resources partner.