



MEMORANDUM

From: Loveless Law Firm, LLP
Date: April 10, 2020
Re: Suggested Response/Policy to Employees re COVID Issues

This sample coronavirus (COVID-19) company policy and answers to employees' concerns is susceptible to changes with the introduction of additional governmental guidelines.

This coronavirus policy applies to employees who physically work in a company's office(s).

POLICY ELEMENTS

Here, Company outlines the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

Sick leave arrangements:

- If an Employee has cold symptoms, such as cough/sneezing/fever, or feel poorly, the Employee should request sick leave or work from home.
- If Employee has a positive COVID-19 diagnosis, the Employee can return to the office *only after* he or she has fully recovered, with a doctor's note confirming his or her recovery.

Work from home requests:

- If Employee is feeling ill, but is able to work, the Employee can request to work from home.
- If Employee has recently returned from areas with a high number of COVID-19 cases (based on CDC announcements), Status Media Entertainment can ask Employee to work from home for 14 calendar days and return to the office only if Employee is fully asymptomatic. Employee will also be asked not to come into physical contact with any colleagues during this time.
- If Employee has been in close contact with someone infected by COVID-19, with high chances of being infected his or herself, then the Employee should request work from home. Status will ask Employee not to come into physical contact with any colleagues during this time.
- If Employee is a parent and he or she has to stay at home with their children due to COVID related shutdowns, the Employee can request to work from home. The Employee should follow up with his or her manager to make arrangements and set expectations.
- If Employee needs to provide care to a family member infected by COVID-19, the Employee should request to work from home. Employee will only be permitted to return to the Workplace 14 calendar days **after** his or her family member has fully recovered,

provided that Employee is asymptomatic or Employee has a doctor's note confirming he or she does not have the virus. Employee will also be asked not to come into physical contact with any colleagues during this time.

Travelling/commuting measures:

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, especially with non-company parties.
- If Employee normally commutes to the office by public transportation and does not have other alternatives, he or she can request to work from home as a precaution.
- If Employee is planning to travel voluntarily to a high-risk country with increased COVID-19 cases, Status will ask Employee to work from home for 14 calendar days. Employee will also be asked not to come into physical contact with any colleagues during this time.

General hygiene rules:

- Employees should wash their hands after using the toilet, before eating, and if they cough/sneeze into their hands.
- Employees should cough/sneeze into their sleeve, preferably into your elbow. If Employee uses a tissue, they should discard it properly and clean/sanitize their hands immediately.
- If Employee is coughing/sneezing on a regular basis, then the Employee should avoid close physical contact with their coworkers and take extra precautionary measures (such as requesting sick leave).

Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference.