

March 20, 2020

Coronavirus/COVID-19

Dear Sharpe Interior Systems Team Member,

As we continue to monitor both regional flu activity and ongoing public health concerns from coronavirus, COVID-19, these are the recommendations provided by the Centers for Disease Control (CDC), California Department of Public Health and industry organizations.

The health and wellness of our employees is always a top priority, and we ask for your partnership as illness prevention is always best.

Please be mindful of these important health tips:

- Practice social distancing; avoid people who are sick, avoid crowds, keep space between you and others.
- Stay at home as much as possible.
- Avoid non-essential travel
- Create habits and reminders to avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water when hands are visibly dirty.
- Cover your cough or sneeze with a tissue or with your elbow.
- Disinfect surfaces like door knobs, tables, desks, and hand rails.
- Use personal protection equipment (PPE) as required.
- Avoid sharing drinks, water bottles, food, silverware, and any type of hand tools.
- A temperature greater than 100° F is considered contagious and you should not come to work. You should return to work once you have been fever-free for 24 hours without the assistance of Tylenol or Advil/Motrin.
- If you are experiencing vomiting or diarrhea, you must be symptom-free for 24 hours before returning to work.
- A person who has a cold with excessive coughing, runny nose, and/or thickened nasal secretions is most likely still contagious, even when taking over-the-counter cold and cough medicine to relieve symptoms. If you have these symptoms you should take extra time to rest at home and recuperate.

What should we do about traveling?

In keeping with CDC guidelines, we strongly recommend that community members avoid travel to any country designated with a CDC Level 3 Travel Notice. Also, we expect all community members to adhere to the CDC guidelines on all safety measures taken when returning from international travel or affected areas.

For morning information about Coronavirus/COVID-19 visit the following websites:

Centers for Disease Control
<https://www.cdc.gov/coronavirus/index.html>

California Department of Public Health
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>

Should you have any questions, please contact your Supervisor.