



To: All Crossroads Employees
From: Executive Management Team
Date: March 11, 2020
Subject: COVID-19 (Coronavirus Disease 2019)

MEMORANDUM

As conditions and recommendations evolve regarding COVID-19, our team has been monitoring announcements and updates from local, state, country and global health authorities on COVID-19 (aka: Coronavirus Disease 2019). Today the World Health Organization (WHO) declared the COVID-19 outbreak a 'Pandemic.' While it is understandable there are heightened concerns, we want to assure you our #1 priority is the health and safety of our team, partners and community. In response to the evolving recommendations by health authorities, Crossroads is implementing the following protocols and safety measures until further notice:

1. Employees with symptoms of respiratory illness (shortness of breath, cough, fever) will be required to stay home.
2. All Leave (PTO, Vacation, Sick, Long Term Sick Leave (LTSL)) access thresholds will be waived for employees who are unable to work due to having or caring for a family member with respiratory illness symptoms.
 - o all accrued leave balances can be accessed immediately, regardless on employment duration.
 - o LTSL is immediately available after the exhaustion of SICK leave balances.
3. Employees may return to work when free 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).
4. Upon onsite return, a doctor's note will be required to demonstrate non-contagious status.
5. Job Center and Tech Center locations are scheduling Disinfecting, and temporary public closures may be implemented in the coming days.
6. Telecommuting and teleconferencing is encouraged, where appropriate and feasible. All telecommuting requests should be made directly to your manager; all telecommuting decisions will be made by each Department Head.
7. All travel is limited to essential, and needs to be approved by your Department Head.
8. Meetings are limited to essential; teleconferencing highly encouraged.
9. Wash hands with soap and water for at least 20 seconds often or clean hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol.
10. Remain an arm distance away from others whenever possible. Avoid shaking hands.

If you have any questions or concerns, please contact your manager or Eren Ortiz, Health & Safety Officer. We appreciate your understanding and flexibility during this evolving situation.

MANAGERS PLEASE PRINT, POST AND SHARE