



MEMORANDUM:

To: ZaneNet Staff
From: Harriet Washington, VP of Human Resources
Date: Monday, March 2, 2020
Subject: Coronavirus Update

In addition to recommending precautions against contracting the Coronavirus (COVID-19) as per CDC guidelines that are widely available and on their website: <https://www.cdc.gov/coronavirus/2019-ncov/>, we are writing to share with our employees and consultants some ways that you can prepare in the event that COVID-19 spreads to this area.

To take precaution we encourage anyone who has commonly reported symptoms of COVID-19: fever, cough, shortness of breath and/or pneumonia, to please stay at home. The following guidance by the CDC may help prevent workplace exposures to acute respiratory illnesses, including COVID-19, in non-healthcare settings.

1. Stay home when feeling sick;
2. Wash hands with soap and water for at least twenty (20) seconds. An alcohol-based hand sanitizer can be used if soap and water are not available;
3. Avoid touching eyes, nose and mouth with unwashed hands;
4. Avoid close contact with people who are sick;
5. Cover your cough or sneeze with a tissue, then throw the tissue in the trash; if no tissue is at hand, cover cough or sneeze with your arm or shoulder;
6. Clean and disinfect frequently touched objects and surfaces;
7. Keep supplies at home for an extended emergency, to include nonperishable foods, clean water, toilet paper and paper towels, medicines for supportive therapy for viral infections plus a supply of your necessary medicines;
8. Check before travelling to see if there is a special travel advisory for your destination; and
9. Use other practices to stay healthy as COVID-19's impact will be felt the hardest by people who are already sick or suffer from chronic conditions. For example, get your flu shot to avoid the flu, too.

We are also monitoring the local government and public health officials (Maryland, Virginia and DC) responses and notifications as per the spread of the disease and will be communicating any restrictions or closings with our employees if they arise. In addition, in case the government and/or your supervisors at your worksite recommend working remotely, please review and check that you have the following:



1. Login information to access work-related systems and software
2. A list of documents and other equipment that you might need in case of remote work
3. High speed internet access at home
4. Access to your work phone at home
5. A business computer or laptop that you can bring home
6. Access to collaboration tools to stay connected with your team(s) (Microsoft Teams, Zoom, Slack)

Also, as per our EHNAC policy, there are some specific recommendations that we suggest if accessing sensitive patient or personal data while working remotely, these include:

- Be mindful that your work environment is secure and private
- Restrict access to equipment and information from family members and visitors
- Ensure that you have implemented fundamental security controls and practices, including but not limited to passwords, virus protection, personal firewalls.

Over the next few days please anticipate receiving the updated Zane Networks Disaster Recovery and Business Recovery Plan. Please review it carefully and for the individuals identified as members of the Disaster Recovery team, please be prepared to conduct a simulated drill of the plan in the near future.

ZaneNet will continue to monitor and provide additional direction as it is received from public health professionals as we prioritize the health and safety of our team.