Business Travel

**Option 1:** At this time, we are still operating in a “business as usual” mode and are authorizing business travel as it is needed. However, if you are concerned about traveling, raise your concerns to your supervisor. We will work with you to devise plans to accomplish what needs to be accomplished from your home base if doing so is feasible.

**Option 2:** We are temporarily suspending [all/specific] business travel until [further notice/specific date]. Speak with your supervisor if you have any questions about cancelling planned travel.

Remote Work

**Option 1:** If your job allows and you’d prefer to work from home for a period of time, speak with your direct supervisor about making arrangements.

**Option 2:** The nature of our work/certain positions may make remote work unfeasible. See the “illness and sick leave” section below for guidance. If you have specific concerns, speak with your supervisor.

Family Needs

If you have children who are impacted by a school closing (or may be impacted by one in the future) and this presents a hardship, let your supervisor know. If you are able to work from home to accommodate family needs, we support you with this flexibility with the caveat that you are expected to maintain your high level of performance when working remotely.

Personal Travel

We understand that many of you have made domestic and international travel plans for upcoming spring breaks and personal time off. To further protect our employees and patients, we will implement the following measures until further notice:

Should you choose to travel on a cruise or to an area with widespread, ongoing community spread as designated by the CDC, you will be required to stay home and practice social distancing for 14 days from the time you left the impacted area, per the CDC guidelines. This includes all cruise travel and as of March 11, the countries of China, Iran, South Korea, Italy and Japan. During these 14 days, you will be required to use PTO. You will be required to contact Human Resources prior to your return to work. If you are planning this type of personal travel, please speak with your Manager directly.

Household Risks Related to the Workplace

If someone lives in your household who has been diagnosed with coronavirus, or has traveled to and returned from a [CDC Warning Level 3 country/identified countries of heightened risk as determined by the CDC], or who will do so in the near future, notify [HR or other designated company representative] as soon as possible.

Potential Office Closures

While we do not foresee the need to close any of our offices at this time, we will communicate with all employees should things change. It is a good idea to take your laptop chargers and peripherals home with you after work, so you are prepared to work from home if needed.

**Thank you for your flexibility and understanding. If you have specific questions or concerns, speak with your supervisor.**