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To: All Employees
From: Shamaria Smallis, Chief of Staff
Re: Coronavirus Update
Date: March 13, 2020

We want to assure you that we are taking extra precautions as an organization to protect our workplace and our employees. We have previously outlined below some general information for you, which includes travel restrictions as well as action steps you can take personally to protect yourself and those around you. More information on this topic is below and additional information will be forthcoming as it is provided by the government's health care agencies. We also encourage you to personally review The Centers for Disease Control and Prevention (CDC) website (www.cdc.gov) and other information from relevant agencies online. Being informed is the first step to protecting yourself, your loved ones, and your co-workers.

Please know that we continue to support the concept of social distancing measures, which are being implemented across the country in various manners to slow the spread of coronavirus, and we certainly want staff to feel safe at work. We also understand some staff members or their immediate household members may be in higher risk groups. If you become aware of a positive test result that may impact you or your family/household, we ask that you choose safety for yourself and coworkers by not reporting to work, and that you instead contact our HR department to discuss options. If you would like to request a leave to self-quarantine please communicate with your manager and/or HR. Staff interested in doing so is permitted to use accrued unused sick or vacation time or request an unpaid leave. Decisions will be made on a case-by-case basis depending on the circumstances, but always with an eye toward safety.

We also are continuing to evaluate work from home options. Work from home may be permitted at the discretion of management and will be limited to certain employees considering factors such as job functions, tenure, compliance history, medical concerns, and other factors as the company may deem necessary to continue operations. Eligibility requires household internet and a safe secure place to work free from distractions or interfering background noise.

We are currently implementing the CDC "Recommended strategies for employers to use now." These guidelines outline some of the measures we are putting into place to keep you safe. As this situation is changing quickly, we will update these guidelines and communicate with each of you as needed. Please follow these guidelines, both for your safety and the safety of your co-workers. Click on the links within the bullet points below for further information.

Safety and Hygiene:

- Please review and comply with the following informational posters and content from the CDC (this information is also posted near the entrance and in other workplace areas where they are likely to be seen):
 - **Stay Home If You're Sick:** <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/stay-home-youre-sick-employers-item4.pdf>;
 - **Handwashing and Hand Sanitizer Use:** <https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>;



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- **Coughing and Sneezing:** *Excellence in Global Receivable Solutions*

https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html.

- Regardless of illness, all employees must cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- Clean your hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash your hands with soap and water for at least 20 seconds. Soap and water are preferred in the case of illness and whenever hands are visibly dirty.
- Routinely clean all frequently-touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use cleaning agents that are typically used in these areas and follow the directions on the label.
- Subject to available supply, we will provide hand sanitizers in our restrooms and other convenient locations, and disposable wipes so that commonly-used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use. If these items are not available, please commit to more regular hand washing.

Symptoms and Illness:

- As a general matter, employees must notify their supervisors if they are sick, and should carefully consider whether to stay home.
- If you are feeling ill, check yourself for symptoms of acute respiratory illness (see: <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>) before traveling or coming to work.
- Employees who have symptoms of acute respiratory illness must stay home and not come to work until they are free of fever (a fever is considered to be 100.4° F [37.8° C] or greater using an oral thermometer), signs 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).
- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e., cough, shortness of breath) upon arrival to work, or become sick during the day, should be separated from other employees and be sent home immediately. We intend to follow this advice.
- Employees exposed to a co-worker or third party with confirmed COVID-19 should not come to work. Contact your supervisor and refer to CDC guidance for how to conduct a risk assessment of your potential exposure (see: <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>).
- If any employee is confirmed to have COVID-19, we will need to inform our other employees of their possible exposure to COVID-19 in the workplace for health and safety reasons. We will not disclose the names of any impacted employee(s). We will make every effort to maintain medical confidentiality as required by the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), while providing sufficient information to all employees to protect themselves and to avoid the spread of disease in these unique circumstances.

Travel:

- Before traveling, check the CDC's Traveler's Health Notices (see: <https://wwwnc.cdc.gov/travel>) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found on the CDC website (www.cdc.gov).
- If you are traveling to a designated high-risk area, you must notify your supervisor in advance and may be prevented from returning to work until you can be cleared of any COVID-19 exposure.



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- If you become sick while traveling or on temporary assignment, you should notify your supervisor and promptly call a healthcare provider for advice.

Leave and Benefits:

- If you believe that you have been exposed to COVID-19 in the course of your work activities, you may be eligible for benefits under our worker's compensation policy. **Contact Shamaria Smallis, Chief of Staff at 818.251.1721 (office) 805.573.3539 (cell) or email shamaria.smallis@caine-weiner.com to report a claim and receive the necessary paperwork.**
- You may use your available sick leave and, if necessary, vacation leave, to cover absences related to illness. State and federal disability laws also may apply to your situation. We will make every effort to reasonably accommodate employees who require additional unpaid leave time related to COVID-19, subject to applicable law and provided it does not pose an undue hardship for the company.
- Contact our group health insurer at Aetna 877.204.8186 for further information related to your medical care benefits.
- If you are unable to come to work because of caring for a sick family member or a child care emergency such as a school closure, contact to report your absence and to receive further information about your leave rights.

To obtain additional information, you can visit: <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>.

We hope that the above information, and what we have provided to in the past, is helpful to you. We will continue to update you as further information becomes available.

Thank you in advance for your patience as we work through this difficult time together. Please know that your health and safety is critical to us, and we appreciate your help with our efforts in this regard.

Please let us know if you have any questions.



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