

# DialMED Inc.

## A Health Management Solitons Company

March 11, 2020

Dear Employees:

Given the increased attention about the 2019 Novel Coronavirus also referred to as COVID-19, we want to assure you that we are actively evaluating all business-related risks posed by this emerging and evolving public health situation. At this time, we are unaware of any company personnel being infected with the COVID-19 virus. We are and will monitor employee travel to affected areas and, if or when we deem it necessary, we will implement social distancing practices.

DialMED employees are never to go to work when sick and you are to report any sickness to DialMED as soon as possible. If employees have family members who become sick, DialMED would also like you to call management immediately to discuss next steps. Continue to follow universal precautions; wash your hands frequently including every time you arrive at a work assignment.

If you have concerns about 2019 Novel Coronavirus, we urge you to review FAQs developed and published by the US Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>; the Department of Industrial Relations: <https://www.dir.ca.gov/dosh/Coronavirus-info.html>; and other information that has been published by public health agencies. At this time the CDC has issued a Level 3 Travel Warning for China, Iran, South Korea and Italy and a Level 2 Travel Warning for Japan. If you (1) have been to these areas in the past 14 days; (2) have had close contact with someone who has been to these areas in the past 14 days; or (3) have had close contact with a person confirmed to have, or being evaluated for, COVID-19 infection, please stay home and call us in 14 days to discuss appropriate measures to protect yourself and others. As always, information about employees' health conditions is treated confidentially.

The virus causing the 2019 novel Coronavirus/COVID-19 is not the same as viruses that are common and cause mild illnesses, like the common cold. As a reminder, we are in seasonal flu season which currently appears to pose significant risks to Americans. If you have not received a flu shot and it is not medically contraindicated for you, we urge you to be vaccinated. Among other things, being vaccinated from seasonal flu can assist health care providers in assessing whether symptoms of illness may be associated with other illnesses including COVID-19. Always practice Universal Precautions when working with clients or patients. As always, please also take everyday preventive actions to help prevent the spread of respiratory viruses, including:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

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- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

We insist all employees who are experiencing symptoms of the flu or acute respiratory disease, such as fever and coughing, to stay home and take care of yourself until you are well. Employees who have symptoms of acute respiratory illness are asked to stay home and not come to work until they are free of fever (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).

If you have concerns or questions, please let Minnie Tavera know.

Sincerely,

DialMED Management  
(562) 464-0295