

All Employees:

We recognize that many of you have concerns regarding the Coronavirus (COVID-19). Coronavirus is an infectious disease that causes respiratory illness (e.g., the flu) with symptoms such as a cough, runny nose, sore throat, fever, difficulty breathing and, in more severe cases, pneumonia. According to public health officials, you should take the same precautions as you would during cold and flu season such as:

- Frequently wash hands with soap and water. <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Avoid touching eyes, nose or mouth with unwashed hands.
- Avoid close contact with people who are sick.

If you have the symptoms referenced above, you should use good judgment. If necessary, you should notify your manager that you will not be in the office, so as to not make others sick. If you do so, per Company policy, please use CAL and/or CAL sick.

If you believe you have been exposed to the coronavirus, it's important that you reach out to your healthcare provider and follow his/her guidance regarding the appropriate course of action. If you plan to be absent from work due to such guidance, please notify your manager and your Human Resources representative of your planned absence.

**Travel:** Any essential travel to meet business requirements should be coordinated through the Company's authorized travel provider, who has the latest information on travel bans and restrictions. Utilization of available approved video and teleconferencing tools is encouraged.

**Updates:** The Center for Disease Control (CDC) <https://www.cdc.gov> and World Health Organization (WHO) <https://www.who.int/> are two other resources where you can find up to date information. Relevant links and Company specific updates will be posted here: [General Atomics Business Continuity website](#).

Should you have any other questions, please contact your Human Resources representative.