

# Novel Coronavirus (COVID-19)

## Company Update

All Employees:

We understand the growing concern as the scope of the [COVID-19](#) outbreak continues to increase. The health, safety and well-being of our community on or off-campus are our top priority. All of us are responsible for taking preventative measures to minimize the risks and potential spread of COVID-19. Accordingly, until further notice, please adhere to the following directives:

**What should you do if you are experiencing symptoms such as a cough, runny nose, sore throat, fever, and/or difficulty breathing?**

- You should notify your manager that you will not be in the office, so as to not make others sick.

**What should you do if you believe you have been exposed to a confirmed case of COVID-19?**

- Seek and follow your healthcare provider's instructions regarding the appropriate course of action.
- Do not enter any GA facility.
- Immediately notify HR of a confirmed case by calling 858-455-3075. For all other questions, please contact your HR Representative.

**Are you allowed to travel on Company business?**

- All travel to and from your normal place of work should continue without change.
- All non-essential and emerging business travel, domestic and international, is suspended.
- Any essential travel requires the appropriate Vice President approval in coordination with the appropriate Human Resources representative.
- In addition, the Company urges extreme caution and judgment regarding personal travel.

**Should you hold or attend Company meetings, events, training activities, and gatherings?**

- Use teleconference and/or web-based meetings if possible rather than in-person meetings.
- All in-person meetings must provide a social distancing of approximately six feet between each participant.
- All elective training activities are suspended.
- In addition, the Company urges extreme caution and judgment regarding holding or attending personal meetings, events and/or gatherings.

**Should you host visitors?**

- All non-essential meetings with visitors, including customers, should be suspended.
- All non-employees, including customers and visitors, will be verbally pre-screened upon arrival for symptoms of the virus.

**Will you be able to use the Company's recreational facilities?**

- All Company recreational facilities, including gyms, swimming pools, and showers, will be closed.

**As a reminder, 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.