

Coronavirus INFORMATION and FAQs¹

Introduction

This document and the FAQs are intended to provide you with general information about the 2019 Novel Coronavirus including how it is transmitted and how you can prevent infection. It does not constitute legal advice on this topic.

This document is not intended to be exhaustive and we encourage you to supplement your knowledge of Coronavirus by visiting the website of the Centers for Disease Control website at www.cdc.gov

What is Coronavirus?

Coronavirus is a new respiratory virus that originated in Wuhan, China. The virus is contagious and potentially fatal. It is suspected that it is transmitted through coughing and sneezing of infected individuals. At the present time, there is no vaccine, cure or specific treatment.

How is Coronavirus spread?

Health authorities have not confirmed how Coronavirus is transmitted, but suspect it is spread person-to-person. There is also evidence that the virus has been spread by animal sources, including individuals with links to seafood or animal markets. They do not believe you can get it from air, water or food.

How many people survive Coronavirus?

Currently, Coronavirus has a fatality rate of less than 3%. As such, the majority of those affected so far have survived the disease.

What are the signs and symptoms of Coronavirus?

Individuals infected with Coronavirus have displayed the following symptoms:

- Mild to severe respiratory illness;
- Fever;
- Cough;
- Difficulty breathing; and
- Death.

How infectious is Coronavirus?

Virus transmission may happen on a spectrum and authorities are not sure if the virus is highly contagious, or less so. For person-to-person transmission, health authorities suspect the virus is

¹ This information sheet is based upon currently available information and is for general guidance purposes.

spread through coughing and sneezing, similar to how influenza and other respiratory pathogens are spread. Health authorities do not believe you can get it from air, water or food.

The incubation period, or the time interval from infection to onset of symptoms, is from 2 to 14 days. During this period, an individual can be infected and spreading the disease although they may not be experiencing the signs and symptoms of the virus.

How can I protect myself?

Because there is currently no vaccine to prevent infection, the best way to protect yourself is to avoid being exposed to this virus. The CDC recommends the following additional steps:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- 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.

What happens if I suspect I or someone I know has Coronavirus?

If you exhibit symptoms of Coronavirus within two weeks of traveling from China, you should contact a healthcare professional and mention your recent travel. If you have had close contact with someone exhibiting Coronavirus symptoms who has recently travelled from China, you should call ahead to a healthcare professional and mention your close contact and their recent travel. Your healthcare professional will work with your state's public health department and CDC to determine if you need to be tested for Coronavirus.

What should I do if I or a significant other plans to travel to China or other Asian countries?

The firm will suspend business flights to China for the duration of the pandemic. If you have travel to China scheduled for personal reasons, please inform the firm at your earliest opportunity of such travel and the specific locales where you plan to travel. Depending on your travel plans, you may be required to stay home from the firm for two weeks upon your return.

For other situations where you may be exposed to the virus, such as through contact with a significant other who recently traveled to China or to an Asian country in close proximity to China, you should contact human resources immediately if you feel any of the following symptoms: Mild to severe respiratory illness, fever, cough or difficulty breathing.