

March 10, 2020

To: All Atlantic

VIRUS CAUTION

There remains a great deal of uncertainty and anxiety about the Coronavirus (COV19) across the country with new cautionary actions announced daily. Most of our locations are not currently in the more concentrated incident areas, but the situation can change quickly. We want all employees to be safe and use all recommended precautions to protect yourself, your families and your coworkers.

Please review the below guidelines and those posted on bulletin boards. Follow these in detail.

First, if you or any member of your family has a fever and cough as described in the CDC symptoms, do not come to work. If you are exposed to anyone with these symptoms you need to quarantine yourself for up to 14 days before returning to work. If you begin to have such symptoms at work please leave work and remain out until cleared by a doctor.

Wash your hands routinely at work and at home and avoid direct contact with others at work. Cover your mouth when coughing or sneezing in general. Keep a reasonable distance between you and others and do not shake hands, avoiding direct touch.

Let's all be alert and smart in our behaviors and in tune with our surroundings. Atlantic will issue other guidelines as to air travel or other specific job functions.

