

SPECIAL ANNOUNCEMENT

NEWS FROM THE CORPORATION

March 13, 2020

To All Corporate Employees:

As concerns about the COVID-19 (Coronavirus) continue to rise, Badcock will make certain efforts to protect employees. According to the [Centers for Disease Control and Prevention \(CDC\)](#), COVID-19 can spread between people through their respiratory secretions, especially when they cough or sneeze.

The CDC has issued guidance and recommendations for employers that include, encouraging employees who have symptoms of acute respiratory illness to stay home and not come to work until they are free of signs of a fever and any other symptoms of COVID-19 for at least 24 hours. Those individuals should not return to work until free of the use of fever-reducing or other symptom-altering medicines. What's more, employees should be instructed to notify their supervisor and stay home if they are sick. Everyone should take precautions and cover their nose and mouth with a tissue when coughing or sneezing. Employees should clean their hands often with an alcohol-based hand sanitizer that contains at least 60%-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.

It is important to understand that the COVID-19 situation evolves and changes every day. Badcock will closely monitor the CDC and World Health Organization websites for the latest and most accurate information on COVID-19.

We continue to review safety programs and emergency action plans to ensure that they include infectious-disease protocols. We are actively reviewing travel guidelines and other procedures in an effort to reduce employee exposure to the virus. We are also reviewing and implementing corporate policies to address situations that may cause an employee to need to be away from work due to family needs as a result of COVID-19.

The current employee guidelines are attached.

If anyone has questions or specific concerns you should contact our Corporate Health and Safety, or the Human Resources Departments.

Coronavirus (COVID-19)



Employee Exposure Guidelines

March 12, 2020

In preparation for Coronavirus (COVID-19) cases, we have developed the following Employee Exposure Guidelines which address the precautions, preparedness, response, and administration for employees who may become exposed to COVID-19.

Symptoms and Work: Employees who have symptoms of acute respiratory illness are recommended 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), for at least 24 hours, without the use of fever-reducing medicines. Employees who exhibit these symptoms or symptoms of a contagious illness at work will be sent home (and may use their vacation or personal time).

Travel & Return to Work: For employees who may be traveling (regardless of location), please check the [Centers for Disease Control and Prevention](#) (CDC's) Traveler's Health Notices for the latest recommendations for each country to which you will travel. Employees traveling internationally, should consult the CDC's Specific Travel Guidance, and must notify their supervisor and Human Resources *prior* to their travel so the position appropriate return to work plan can be established in advance. Upon returning to the U.S., employees will be required to self-quarantine at home for 14 days (and may use vacation or personal time or unpaid status) and should check themselves for symptoms of acute respiratory illness (including fever, coughing, and difficulty breathing). Employees must be seen and cleared by their Primary Care Provider and before returning to work.

Potential Contact: For employees who themselves have not been diagnosed with a COVID-19 infection but who have a family or household member who has been diagnosed, the employee should refer to the CDC guidance for how to conduct a risk assessment of their potential exposure. They must notify their Supervisor and the Human Resources Department and must be seen and cleared by their Primary Care Provider before returning to work.

Medical Leave and FMLA: Employees who are removed from the work schedule due to a COVID-19 exposure or infection will be eligible for either a Non-FMLA Medical Leave or a FMLA Medical Leave, as applicable, and these absences will be considered excused.

HIPAA: Employees must maintain their HIPAA obligations and keep health information private and secure. Management (i.e. HR, Employee Health, supervisors) should not share any protected health information (PHI) of our employees who do not have a need to know, and employees should not be disclosing any PHI to anyone without a need to know. Additionally, employees should not post, tweak, blog, etc. any such information, and may not release information to the media.

Based on updates from the CDC and other Agencies, the information herein is subject to change. For any questions, please contact the Human Resources Department.

Dear Corporate Leaders:

As supervisors you have additional responsibility for the safety and wellbeing of the employees in your care. Please become familiar with the attached COVID-19 Symptoms poster. If you become suspicious that a member of your team is exhibiting these symptoms you should contact the Nurse, Terri Johnson, (ext. 7554) to discuss further so she can evaluate them and take the proper steps to confirm or take further action if needed. This is a time to assure your employees that we are mindful of their concerns and you may need to address individual needs and flexibility as this virus potentially spreads. Employees are likely to directly report and make requests with each of you first. Please contact Human Resources for assistance in working out those requests.

There are some common-sense precautions that you can take and encourage your team that apply to prevent many infectious diseases:

(Feel free to print and post the included hand-washing flyer in your area if there isn't a flyer already posted nearby.)

- The most important precaution is frequent hand washing with soap and water and the use of 60% alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unclean hands.
- Encourage people around you to cover their nose and mouth with a tissue when coughing or sneezing.
- Limit physical contact such as shaking hands with customers or vendors.
- Encourage your staff to use voice calls and video conferencing in place of face-to-face office visits, meetings, and other functions.

Where can I get more information about COVID-19?

Helpful information can be found at the following websites:

World Health Organization (WHO): <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports>

Center for Disease Control (CDC): <https://www.cdc.gov/>

Florida Department of Health (FDOH): <http://www.floridahealth.gov/>

Florida Department of Education (FDOE): <http://fldoe.org/em-response/>

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms* can include

FEVER



COUGH



***Symptoms may appear 2-14 days after exposure.**

Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

SHORTNESS OF BREATH



For more information: www.cdc.gov/COVID19-symptoms

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



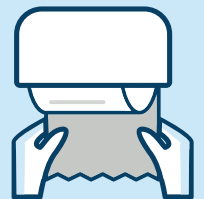
Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH

CLEAN HANDS



www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



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