



(March 12, 2020)

Traveling abroad – If you or a household family member have traveled to a country affected by COVID-19 that’s listed as a CDC level 1-3 for business or personal travel, you will be required to work from home for 14 days from the date of your return to the United States. At this time, those countries currently include China, South Korea, Iran, Italy, Japan and Hong Kong.

Our Business travel policies related to the current situation through the end of March and will be assessed on a month-to-month basis.

Non-essential business travel should be delayed or cancelled. Including industry meetings and conferences, training meetings and conferences, community or stakeholder events and business travel abroad. use tele- or videoconferences to minimize business disruption during this period.

Business critical travel, including sales-related travel and meetings, should continue where warranted;

We will review and evaluate the importance of business travel and the effect cancellation would have on our operations.