

TO: ALL TRAILHEAD MEMBERS & STAFF
FROM: TRAILHEAD MANAGEMENT
SUBJECT: INFECTIOUS DISEASE WORKPLACE POLICY
DATE: MARCH 3, 2020

There have been recent national and international news reports related to the spread of infectious disease, namely Coronavirus (COVID-19).

The health and safety of all members and employees is of the utmost importance to Trailhead and Trailhead is committed to providing a safe work environment for all individuals.

While the risk of contracting Coronavirus is low, due to the widespread news regarding the extent of the virus and to ensure that all needs and concerns are addressed, Trailhead is restating the following rules and policies taken directly from the Centers for Disease Control (CDC) and World Health Organization (WHO), which are mandatory and apply without exception to everyone at Trailhead:

- Each individual should be aware of travel advisories and restrictions as set forth by the CDC, WHO and U.S. Department of State and adhere to the guidelines. The CDC has issued the following travel guidance related to COVID-19:
 - [China — Level 3, Avoid Nonessential Travel](#) — updated February 28;
 - [South Korea — Level 3, Avoid Nonessential Travel](#) — updated February 29;
 - [Japan — Level 2, Practice Enhanced Precautions](#) — updated February 28;
 - [Iran — Level 3, Avoid Nonessential Travel](#) — issued February 23;
 - [Italy — Level 3, Avoid Nonessential Travel](#) — updated February 29;
 - [Hong Kong — Level 1, Practice Usual Precautions](#) — issued February 19.
- Trailhead members traveling to countries for travel must adhere to the following conditions upon their return:

If an individual travels to a country listed on any alert/warning level, the individual will be asked to contact their primary care physician and their local health district to report the locations and dates they have traveled.

Airports are screening for the virus using thermal scans and reviewing travel itineraries.

If there are no symptoms present, the medical professionals will not administer a test as it can result in false positives.

The symptoms include: dry cough, trouble breathing/respiratory issues, fever. If any symptoms develop, individuals should contact their healthcare professional or go to the ER.

Countries on Alert Level 2:

- If you return from a country with alert level 2, it is mandatory that you contact Member Services before returning to work.
- If the country to which you travelled becomes a level 3 while you are on a visit, upon return to the U.S., you will be required

- to quarantine for 14 days before returning to work and will need to be cleared by Member Services prior to return to work.
- If no symptoms are present, you will be asked to self-quarantine for up to 14 days to ensure that no symptoms appear.

Countries on Warning Level 3:

- If you travel to a level 3 country for trip, you need to self-quarantine for 14 days before returning to work and will need to be cleared by Member Services before returning to work.
- Trailhead expects that everyone will do their part to aid in responding to the emerging public health threat. All persons in the office will avoid stereotyping, biased and prejudicial behavior. Individuals are asked to monitor their health and the health of the members of their household. Avoid coming into the office if you are ill.
- Prevention is the best defense against viral infections. To prevent infectious diseases and viruses, it is important to:
 - Practice good hygiene (e.g., wash hands with soap and water frequently, for at least 20 seconds; this is equivalent to singing Happy Birthday twice).
 - Use alcohol-based sanitizers when soap and water are not available.
 - Use disposable tissues when coughing and sneezing; dispose of carefully and promptly. If tissues are not available, direct your cough or sneeze into the crook of your arm/sleeve.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Clean and disinfect frequently touched objects and surfaces.
 - Avoid close contact with anyone who has cold or flu-like symptoms.
 - Avoid live animal markets and contact with live or dead farm or wild animals.
 - Thoroughly cook meat and eggs before consumption.
 - Maintain healthy habits that support your immune system (e.g., get enough rest and sleep, eat a healthy diet, exercise).

If anyone has any questions regarding this memorandum or desires to speak in confidence regarding any matter related to this memorandum, please see Member Services Manager Danya Ramirez or a Trailhead staff member.

RESOURCES

CDC: https://www.cdc.gov/coronavirus/2019-ncov/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Fnovel-coronavirus-2019.html

WHO: <https://www.who.int/health-topics/coronavirus>

US Department of State Travel Advisory for China:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories/china-travel-advisory.html>

For ongoing updates to listing of countries included within each alert level:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

Live Coronavirus update: <https://www.worldometers.info/coronavirus/>