

### **Firm-Sponsored Events**

As you know, the Firm frequently sponsors business development and other community events at our offices or at other locations. It is likely that attendance will be decreased at such events in the near future as persons avoid large groups to reduce exposure to and transmission of illnesses. For any guests who have RSVP'd that they plan to attend upcoming Firm-sponsored events, our Business Development team is going to send them an email from Tim (please see attached sample) that asks the following questions. If any guest answers "yes," then we will ask them to please not attend the event.

- Have you been in China, Taiwan, Hong Kong, Italy, Japan, Macau, Mongolia, Singapore, South Korea or Iran in the last 14 days?
- Have you been in close contact with someone who has been in one of the listed countries in the last 14 days?
- Have you been in close contact with some who has been diagnosed with the novel coronavirus (COVID-19) in the last 14 days?

Other law firms and businesses are taking these same precautions for events and it is likely that you may be asked similar questions if you are scheduled to attend an event sponsored by another organization.

### **Meetings in Firm Offices with Clients and Other Visitors**

We encourage you to use video conferences in lieu of any in-person meetings at the office with clients or other visitors. If it is necessary to hold an in-person meeting, please ask the participants in the meeting before they attend the questions listed above and if they answer any question in the affirmative, please ask them to not come to the meeting. We understand this may be awkward or inconvenient and may require rescheduling of some planned meetings. However, as other law firms and companies are taking these same precautions, these types of questions are to be expected. If you believe a meeting that includes someone who responds in the affirmative is essential, please confer with Stacy Brainin about additional precautions that may be required, including possible relocation of the meeting.

### **Non-Essential Business Travel**

Please reconsider any upcoming non-essential business travel plans and attendance at large group meetings. This is a very fluid situation and it is possible that meetings may be cancelled and additional travel restrictions may be issued in the future.

### **Firm Portal**

I will continue to send email Updates as further developments require. We also be placing these Updates in the "Announcements" section on the home Portal page.

### **Business Travel**

We have not banned all foreign business travel but we encourage you to consider the use of video conference in lieu of any business meetings that would require foreign travel.

### **Personal Travel**

We have received questions about how the Firm's travel restrictions relating to the coronavirus outbreak impact **personal** (vs. business) travel. The Firm is not dictating whether or not you travel to one of the restricted areas for personal trips. We understand that is your individual choice. However, if you decide to go to one of the areas on the restricted list for personal travel, the previously-announced guidance still applies, specifically if you (or any person living in the same house with you) have **traveled to or connected through** any country on the restricted list in the last 14 days:

- **If you do not feel sick**, stay home and work remotely until 14 days after your return and you do not have any symptoms (the incubation period appears to be as long as 14 days).
- **If you feel sick** with fever, cough, difficulty breathing or any flu-like symptoms, please seek medical attention right away. As recommended by the CDC and the NHS, call ahead and tell your medical provider about your recent travel and symptoms so they can take precautions and advise on testing procedures. Do not come into the office until you are fully recovered.

### **Iran Added to the Restricted Country List**

We also received questions about why we did not include Iran on the list of restricted countries in our email earlier this week. Iran was not included because we thought it was highly unlikely that any of our Firm personnel would be traveling to Iran. Before the coronavirus spread to Iran, there have been long-standing government-issued warnings about the dangers in traveling to that country. However, to be complete, we have included Iran to the restricted country list which currently includes: **China, Taiwan, Hong Kong, Italy, Japan, Macau, Mongolia, Singapore, South Korea and Iran.**

### **Visitors to the Office from Restricted Countries**

In addition, we have received questions about meetings with persons from countries on the restricted countries list that have been scheduled to occur at the Firm in the coming days and weeks. Please report any such proposed meetings to Stacy Brainin so we can determine if additional precautions are required.

### **Recommendations to Reduce Exposure and Transmission of Illness**

To reduce exposure to and transmission of illnesses, the recommendations from the World Health Organization (WHO) and the U.S. Centers for Disease Control and Prevention (CDC) include:

- Avoid contact with sick people.
- **Do not come to work if you are sick or have had any fever in the previous 24 hours.** We will review how this recommendation works with our paid sick-leave policies and make adjustments, as necessary.

- Do not travel while you are sick.
- Frequently clean hands by using alcohol-based hand sanitizer or soap and water.
- When coughing and sneezing, cover mouth and nose with flexed elbow or tissue – throw tissue away immediately and wash hands.
- If you choose to wear a face mask, be sure to cover mouth and nose – avoid touching mask once it's on. Immediately discard single-use mask after each use and wash hands after removing masks.

#### **Work-Related Preparations**

- **Update your contact information:** Please make sure your personal contact information in WorkDay is updated. If the Firm needs to use our SendWordNow technology to contact you with alerts about coronavirus developments, we need your current information to be able to reach you.
- **Laptop users:** We hope that the virus is contained and that we don't ever have to close any of our offices. However, to be ready if a closure were to happen in the future, get into the practice now of taking your laptops home every night and make sure you know how to work on your laptop from home. We are reinforcing the firm's system to make sure we can support as many remote workers as needed.

#### **Extended Travel Restrictions**

- We are continuing the previously-announced restrictions on travel to **China and Taiwan**.
- We are extending travel restrictions to **Hong Kong, Italy, Japan, Macau, Mongolia, Singapore and South Korea**.
- **FIRM POLICY:** You must **not** travel to China, Taiwan, Hong Kong, Italy, Japan, Macau, Mongolia, Singapore or South Korea, until further notice. If you believe that travel to any of these countries is essential, you must clear any such travel with the Firm's General Counsel, Stacy Brainin.
  - The travel guidance that we previously communicated remains in place. If you (or any person living in the same house with you) have ***traveled to or connected through*** China, Taiwan, Hong Kong, Italy, Japan, Macau, Mongolia, Singapore or South Korea in the last 14 days:
    - **If you do not feel sick**, stay home and work remotely until 14 days after your return and you do not have any symptoms (the incubation period appears to be as long as 14 days).
    - **If you feel sick** with fever, cough, difficulty breathing or any flu-like symptoms, please seek medical attention right away. As recommended by the CDC, call ahead and tell your medical provider about your recent travel and symptoms so they can take precautions. Do not come into the office until you are fully recovered.
- **FIRM POLICY:** If you are uncomfortable traveling for business reasons to ***any*** other country because of concerns about the virus, you do **not** have to go. We will support your decision. Please talk with your supervisor and we will find an alternate solution.
- If you have ***any*** concerns about travel, or possible exposure to an infected person, by you or a close family member, please contact Stacy Brainin so appropriate precautions can be put in place, if needed.
- These Firm restrictions will remain in place until further notice.

#### **More Information**

This is a fluid situation. New countries may be impacted during future travel. For more information and guidance about how to protect yourself, please refer to the following websites:

- World Health Organization (WHO): <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- U.S. Centers for Disease Control and Prevention (CDC) (COVID-19):  
[https://www.cdc.gov/coronavirus/2019-ncov/about/index.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Fabout%2Findex.html](https://www.cdc.gov/coronavirus/2019-ncov/about/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Fabout%2Findex.html)
- U.S. Department of State (China Travel Advisory): <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories/china-travel-advisory.html>

### **Key Points**

- The U.S. Centers for Disease Control and Prevention (CDC) has issued a **Level 3 Warning: Avoid all nonessential travel to China**. Chinese authorities are imposing quarantines and restricting travel throughout the country.
- The CDC has issued a **Level 4 Warning: Do not travel to Hubei province, China** due to the new coronavirus first identified in Wuhan, China.
- **FIRM POLICY:** If you have traveled to China or Taiwan in the last 14 days:
  - Please stay home and work remotely until 14 days after your return from China or Taiwan and you do not have any symptoms (the recommended incubation period appears to be as long as 14 days).
  - If you feel sick with fever, cough, difficulty breathing or any flu-like symptoms, please seek medical attention right away. As recommended by the CDC, call ahead and tell your medical provider about your recent travel and symptoms so they can take precautions.
- **FIRM POLICY:** If you have traveled recently to China or Taiwan (or have pending plans to do so), please notify the Firm's General Counsel, Stacy Brainin. If you believe your proposed travel to China or Taiwan is essential, you also must clear such travel with Stacy Brainin.