



## COVID - 19 Policy

As the Coronavirus (COVID-19) situation continues to unfold, Security Alliance would like to take a proactive approach to its civic responsibilities and the continuity of its business and the business of its customers. We are taking the spread of this virus seriously and we urge you to do the same.

### **Here are some things for you to know:**

**We are closely monitoring COVID-19 :** As part of our standard preparedness protocol, we have been closely monitoring and assessing the impact of COVID-19 and urging our employees to follow recommendations from the Center for Disease Control and Prevention and the World Health Organization for protecting themselves and others from this virus.

**We are implementing our plan:** Just as we do with other emergency and contingency plans, we will implement some well-established procedures for ensuring continuity of service. We're taking actions to protect our employees, customers and all with whom we come in contact. Out of an abundance of caution and our commitment to protecting the health and safety of our employees and our customers, we are asking our employees to:

- Wash your hands frequently and thoroughly
- You should especially wash your hands before eating, after using the restroom, sneezing, coughing, or blowing your nose
- If you can't get to a sink use a hand sanitizer that has at least 60 percent alcohol, the CDC says.
- Avoid touching your face, particularly your eyes, nose, and mouth
- If you cough or sneeze, cover your face with your elbow or a tissue. If you use a tissue, throw that tissue away promptly, then go wash your hands
- Avoid close contact with sick people. If you think someone has a respiratory infection, it's safest to stay 2 yards away
- Regularly disinfect commonly touched surfaces and items in your home and your workplace, such as doorknobs and counter tops

While employees are welcome to wear sanitary gloves where available, employees are discouraged from wearing face masks, except as directed by your Security Alliance Supervisors. We also recommend that employees exercise social distancing\*, where possible, in both their home and work environments.



We will also implement some reporting procedures for all Security Alliance employees:

- All employees will be required to report all travel plans (or completed travel) utilizing any means of mass transportation (air travel, sea travel, train or bus travel)
- All employees that complete international travel will be required to be tested for COVID-19 and will not be allowed to work until such time as a negative test result is presented and 14 days have passed since the completion of travel
- All employees who experience cold or flu symptoms should immediately report same to their Security Alliance Supervisor; and should self-quarantine for a period of not less than 14 days and get medical help and testing for COVID 19 as soon as possible

As with any quickly evolving situation, stay safe, stay informed, stay vigilant and be prepared. Please make sure you are following the advice given by the Centers for Disease Control (CDC) for stopping the spread of germs and viruses. There is a tremendous amount of misinformation being spread particularly on the internet and through some social media channels, so please use trusted sources of information such as the CDC, World Health Organization or national news organization to learn the latest information.

\*Social distancing is the practice of staying at least six feet away from persons unknown to you or known to be infected. Where possible, you should try to maintain that distance between yourself and others at all times.

3/16/2020