All,

Your health and the wellness of those close to you is important to all of us. Please take time to carefully review the following information from our HR team:

COVID-19 (Coronavirus) is at the top of the news and everyone's minds. It is important that we each make smart and responsible decisions about our health, not out of fear, but out of it being the right thing to do.

Guidelines about coming to work with a fever – DON'T DO IT!

Out of respect for co-workers and citizens that you may come into contact with, if you are running a fever, you need to notify your supervisor and stay home, even if you don't believe the fever is related to COVID-19.

Coming to work with a fever…

- **potentially exposes others who may have serious underlying health concerns. What may have you feeling poorly for a few days could be more serious or life threatening for someone else.**

- **potentially could result in a 14 day quarantine required by the Health Department for anyone you came into contact with, should a COVID-19 diagnosis be made. This could impact numerous individuals who had no control over coming into contact with you and how that could impact them and their families even if they never show any symptoms.**

Your commitment to your work is greatly appreciated, but when we spread any virus from one co-worker to another and they take it home to their families, it doesn't take long for a good intention to have a negative impact.

If you are running a fever—STAY HOME.

General Health Best Practices

If you are sick or show symptoms (cough, fever, and/or shortness of breath), stay home and notify your supervisor. Seek prompt medical attention if needed. If you have a medical appointment, call the healthcare provider and tell them you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

And more than likely you have seen the below, over and over in the last couple of weeks. Common sense hygiene etiquette is a strong defense against COVID-19 (as well as other viruses):

- Wash your hands often with soap and water for at least 20 seconds (or about as long as it takes to sing "Happy Birthday").

- Use hand sanitizer.
- Don't touch your eyes, nose, and mouth with unwashed hands.
- Cough/sneeze into your elbow, not your hand.
- Clean and disinfect frequently touched objects and surfaces.

Where can I find more information? The following sites are reliable news sources to learn more about staying healthy as well as up-to-date information about COVID-19.

- Centers for Disease Control and Prevention: https://www.cdc.gov/
- Tulsa Health Department: https://www.tulsa-health.org/coronavirus-disease-2019-covid-19

Thank you to our outstanding HR team for providing this timely information!!

Take care!

Warren

Warren Lehr

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"The only ones among you who will truly be happy are those who have sought and found how to serve."
~Albert Schweitzer