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Re: Coronavirus - COVID-19 Information and Protocol
Updated July 29, 2020

Dear Clients and Employees:

As most people now know, there is an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in more than 100 locations internationally, including in the United States. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").

Hopewell would like to reassure you that we are monitoring the information coming out daily about the COVID-19 virus. We are following the Centers for Disease Control (CDC) closely and adopting the Florida Department of Health's protocol below:

What you Should Know

COVID-19 can spread from person to person through small droplets from the nose or mouth, including when an individual coughs or sneezes. These droplets may land on objects and surfaces. Other people may contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth.

Symptoms of COVID-19 are fever, cough and shortness of breath. Symptoms may appear in as few as two days or as many as 14 days following exposure. Most people recover from COVID-19 without needing special treatment. The elderly and those with underlying medical problems like high blood pressure, heart problems and diabetes, are more likely to develop serious illness.

There is currently no vaccine to prevent COVID-19. The best way to prevent illness is to avoid being exposed to the virus. The Department recommends everyday preventive actions to help stop the spread of respiratory diseases, including:

- *Avoiding close contact with people who are sick;*
- *Staying home when you are sick and avoiding contact with persons in poor health;*
- *Avoiding touching your eyes, nose and mouth with unwashed hands;*
- *Covering your cough or sneeze with a tissue, then disposing of the tissue;*
- *Washing your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, after blowing your nose, coughing or sneezing;*

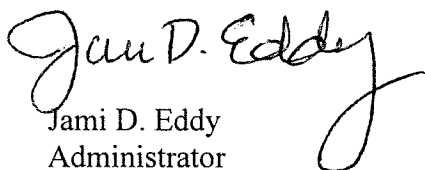
- *If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty; and*
- *Cleaning and disinfecting frequently touched objects and surfaces using a regular household cleaning spray or wipe.*

Hopewell is issuing the following requirements to its employees and is recommending the same to its clients:

- If you test positive for COVID-19, notify Hopewell immediately. You will be required to quarantine for 10 days from the onset of when your symptoms first occurred. You can return to work 10 days from when symptoms first appeared **and** at least 24 hours with no fever without fever-reducing medication **and** symptoms have improved.
- If you test positive for COVID-19 and are asymptomatic, you must quarantine for 10 days from the date of your positive test.
- If you have been in contact with someone who has tested positive for COVID-19, notify Hopewell immediately. You will be required to quarantine for 14 days regardless of any negative tests.
- If you have been in contact with someone who has symptoms of COVID-19 or is suspected of having COVID-19 (even if asymptomatic), notify Hopewell. Based on the circumstances of the exposure and whether you have symptoms, Hopewell will decide whether you will be required to quarantine for 14 days or whether you are permitted to work.
- Notify Hopewell immediately if you a fever, cough or shortness of breath, or if you have traveled internationally within the past 10 days.
- Avoid any social situations that are not essential. This includes theme parks, concerts, athletic events, cruises, air travel, and other locations having large groups of people.
- Except for more restrictive policies that Hopewell adopts, Hopewell will follow the CDC guidelines.

If you have any questions or concerns, please feel free to contact me.

Sincerely,


Jami D. Eddy
Administrator