



March 12, 2020

Hamilton Mill Animal Hospital continues to monitor the Coronavirus Disease 2019 (COVID-19) pandemic. As such we are taking proactive measures recommended by public health authorities to minimize the exposure and transmission of the virus. We are committed to providing the safest environment for employees while maintaining the continuity of services to our clients.

Please see the FAQ's below:

What if I'm showing signs of an acute respiratory illness?

You are required to stay home and not come to work until you are free of fever (100.4° F or greater using an oral thermometer), signs of a fever, and any other symptoms (i.e. cough and/or shortness of breath) for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). This applies to caring for sick family members with acute respiratory illnesses who reside in your household.

You should notify your supervisor prior to your work shift if you are unable to report to work.

You can use accrued PTO (paid time off) or vacation time if available. If you do not have any accrued vacation time/PTO available, you can borrow against future vacation accrual for up to your total allotted vacation days for the year.

What do I do if I have an upcoming personal trip/vacation planned?

You **MUST** notify your Manager in advance of any planned CRUISES regardless of destination (domestic or international) OR FLIGHTS to or from any Level 2 & Level 3 counties or countries as listed by the CDC as well trips to large amusement parks (i.e. Disney World, Universal Studios, etc.). Your Manager is required to report your travel plans to Ben and/or Dr. Fulmer who will maintain a log of all reported travel for all team members.

You will NOT be permitted to report to work (i.e. self-quarantine) for 14 days upon your return from a Level 2 or Level 3 country as listed by the CDC. This requirement is based on the recommendations of the CDC. You can use accrued vacation days during this time if available.

What preventative measures have been taken to clean our work areas?

As part of our daily routine we will continue to use disinfectant on high touch areas (door handles, switches, computers, etc) as well as frequent deep cleanings throughout the hospital.

What safe hygiene protocol should I practice?

The Center for Disease Control (CDC) recommends the following:

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing. If soap and water aren't available, use an alcohol-based sanitizer that is at least 60% alcohol.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

Could these policies change?

All policies are subject to change based on the fluid nature of this current health crisis.

Additional Information

If you have questions or concerns regarding your health, you should contact your personal Physician.

We'll continue to share information as it becomes available and do our best to keep you informed about what we are doing as a company and how best to prevent the spread of the virus. You can also visit the following websites for more detailed information about coronavirus:

CDC: <https://www.cdc.gov/>

Georgia Department of Health: <https://dph.georgia.gov/>

World Health Organization: <https://www.who.int/>

Johns Hopkins Medicine: <https://www.hopkinsmedicine.org/coronavirus>