



March 16, 2020

At Contract Land Staff (CLS), our top priority is the health and safety of our employees, clients and their families. Considering the unprecedented circumstances caused by the COVID-19 outbreak, CLS has assembled an Incident Leadership Team (ILT) to monitor responses and recommendations from the World Health Organization (WHO), Centers for Disease Control and Prevention (CDC), and local public health authorities, in order to take a proactive approach of caring for both our employees and clients. We are following all recommendations from the WHO and CDC and local authorities and have put measures in place at all CLS offices to keep our staff protected and informed.

We are also in the process of implementing procedures at our offices to continue to serve our clients while providing as much flexibility for our employees as possible. This plan includes the ability for office employees to work remotely, with regular status updates and moving meetings to video/teleconferencing via Microsoft Teams, while limiting office access to only those identified employees whose work is not conducive to a remote work environment.

As we face these uncertain times, we wish you and your loved ones well and want to reaffirm that we are all in this together. Our number one priority is the safety and well-being of all our people, clients, families, and the communities in which we live and work.

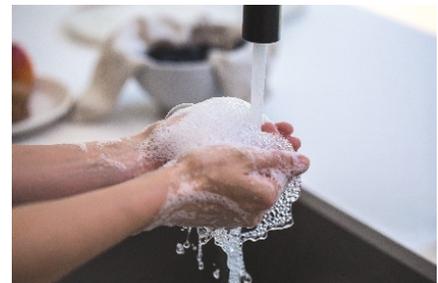
We encourage you to visit the CDC's and WHO's website for updates on the COVID-19 event:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

As a reminder, from the CDC website, take steps to protect yourself and others:

Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.



Avoid close contact

- **Avoid close contact** with people who are sick
- Put **distance between yourself and other people** if COVID-19 is spreading in your community. This is especially important for [people who are at higher risk of getting very sick](#).

Stay home if you're sick

- **Stay home** if you are sick, except to get medical care. Learn [what to do if you are sick](#).

Cover coughs and sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. [Learn what to do if you are sick](#).
- **If you are NOT sick:** You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.

Clean and disinfect

- **Clean AND disinfect [frequently touched surfaces](#) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

Please don't hesitate to contact CLS should you have any questions or concerns.

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