

# MEMO

TO: All SCD Employees

FROM: Human Resources

DATE: 3/13/2020

SUBJECT: Coronavirus

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Centers for Disease Control and Prevention (CDC) is closely monitoring an outbreak of respiratory illness caused by a novel (new) coronavirus first identified in Wuhan, Hubei Province, China, which has spread internationally and to the United States.

From this point until we receive further guidance, we must ask all personnel to ask the following screening question:

*Have you traveled from China, Italy, Japan, Iran, or Korea within the last 14 calendar days? Or if you plan to travel overseas in the near future.*

If the answer is yes, the return to work must be delayed by 14 calendar days following the process below: You must self-quarantine.

1. Notify SCDIT at the beginning of your exposure/illness/symptoms
2. Submit Doctors note to SCDIT for the quarantine period
3. SCDIT will require a Doctors note to return to work

Travel is still constrained to the Center for Disease Control (CDC) guidance, which prohibits travel to CDC-defined areas of concern.

The events and details surrounding this outbreak are evolving and subject to change. We will continue to monitor the situation closely and will continue to publish updates as we have them. You can also go to <https://www.cdc.gov/coronavirus/2019-nCoV/summary.html> for additional information and precautions recommended by the CDC.

***If NSA operates at a code red, you will be authorized to use any code red hours you have remaining, Paid Time Off or Leave without pay due to the state of emergency.*** Questions about specific situations should be addressed immediately to Christina D'Urso at 410-290-1591.