

Like most of you, **Boston Analytical** is concerned about the current coronavirus outbreak and is actively monitoring the situation with updates from the **CDC, World Health Organization (WHO) and New Hampshire Department of Health and Human Services**. As it continues to evolve, our priority remains the health and wellbeing of all of our employees. While we don't have any offices or clients based in China, we sympathize with those in those regions and beyond who have been directly impacted by the virus.

At **Boston Analytical**, the health and safety of our employees is our first priority. With the latest developments regarding the coronavirus outbreak, we want to ensure all employees are taking the proper precautions to help prevent exposure and the spread of the virus to our coworkers and office locations. Let's stay healthy and safe!

If an employee has recently traveled outside the US to one of the high-risk areas: currently defined by the CDC and WHO as China, South Korea, Japan, Italy, and Iran – Boston Analytical is requiring employees to:

- Work from home for 14 days following the return or potential exposure and inform their manager and HR of their travel history immediately.
- Do not visit any customers/prospects during those 14 days and declare recent travel to these high-risk areas before resuming their meetings.
- Monitor their health condition closely by taking their temperature twice a day and seek medical treatment immediately if they feel unwell.
- Remain symptom-free for the 14-day incubation period before returning to the office.
- We've asked that all employees closely monitor their health, stay home and take care of themselves if they are not feeling well, and should seek medical care as appropriate. If they believe they may have been exposed to the coronavirus, through close contact with someone who has, we urge them to take precautions to protect themselves and others.

Here are a few things our employees have been encouraged to utilize to help prevent the spread of germs as recommended by the WHO:

- Frequently clean hands with soap and water or an alcohol-based hand rub if soap and water is unavailable.
- Cover mouth and nose with flexed elbow or tissue when coughing and sneezing, then throw the tissue in the trash.
- Avoid touching their eyes, nose, and mouth.
- Avoid close contact with anyone who has a fever and cough.
- If they have a fever, cough, and difficulty breathing, they should seek medical care early and share previous travel history with their healthcare provider.
- Monitor their temperature and if it should exceed 100.4° F please exclude themselves from coming into the workplace.
- Avoid shaking hands to reduce the risk of spreading infection

Boston Analytical's approach to carrying on business as usual:

- Washing, sanitizing and routinely cleaning surfaces and hands is the most effective defense to the virus. The bathrooms are equipped with paper towels instead of jet dryers to reduce the spread of the virus. Alcohol-based hand sanitizing stations are being installed throughout the facility and employees have access to sanitizing wipes for additional cleanliness of their office space.
- We have increased the frequency of our cleaning company to twice a day, once during the day and in the evening.
- We are identifying our essential business functions, essential jobs or roles, and critical elements required to maintain business operations. As we continue to monitor the on-going situation we reserve the option to have non-essential personnel to telework or work from home.
- We will be monitoring our workforce and revising scheduling where needed so we can avoid any disruption of service where possible.
- Cross-training has been established in the event of an outbreak in our area. This will help us maintain a business as usual status on all projects.
- We are constantly monitoring our supply chain, in the event of an issue arising it will be addressed immediately.
- Meetings, client visits, and audits will be evaluated on a day-to-day basis to whether they are essential to have in-person or if they can be held via video or zoom call.
- If there were to be a confirmed case within our facility we have contracted with a clean up and sanitation company for the facility to be completely sanitized and disinfected on an emergency basis.

We will continue to monitor the updates that are provided by the CDC and WHO and will keep you updated as a result.