

We understand and are sensitive to the fact that times like this may cause worry. We have been closely monitoring the latest updates on the Novel Coronavirus (COVID-19) situation globally.

Like VSP, our approach when it comes to your safety, is to be conservative, which is why we're asking you to utilize your best judgment in the following scenarios:

- **Stay home if you have cold- or flu-like symptoms.** Please take the necessary time to get better, seek medical advice as necessary, and prevent the spread of illness. If you've had a fever within the last 24 hours or have a persistent cough, do not come into the office. Work with your Supplier and/or Volt Program Team as needed.
- **Take normal hygiene precautions.** Wash your hands often, don't touch your face or eyes, and clean and disinfect your work area frequently. For additional information, please see the attached guidelines from the World Health Organization <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
- **Discuss all non-essential business travel with your VSP supervisor.** Consider alternatives such as meeting electronically using WebEx or other technologies; work with your VSP Supervisor, Supplier, and Volt Program Team as needed.

We're continuing to monitor what others are doing and listening closely to advice and directives from the [Centers for Disease Control](#), [World Health Organization](#), and other leading health organizations, and we're committed to keeping you updated.

Please be assured that both VSP and the Volt Program Team's priority will always be your health and safety.