



Dear Employees and Families,

Of paramount importance to Behavioral Framework is safeguarding the health and safety of our employees, clients, and their families. Many of you may be following the news about the novel coronavirus (COVID-19) that has been spreading in various parts of the world. Behavioral Framework is closely monitoring the latest developments regarding COVID-19 in order to ensure that we are following all appropriate recommendations from health authorities and to proactively implement measures to ensure a safe workplace.

During this time it is important to stay calm. The risk of infection to any average American is low. We encourage you to stay informed with the latest information as well, such as the latest information and guidance from the U.S. Centers for Disease Control and Prevention (CDC).

As safety is everyone's top priority, your cooperation with the temporary measures discussed below is appreciated. If you have any questions or concerns, please contact our office.

WHAT YOU NEED TO KNOW ABOUT COVID-19:

We encourage you to read the CDC's "What you need to know" factsheet, which is [available from the CDC](#) in English, Spanish, and Chinese. In particular, be familiar with the symptoms of COVID-19, which include fever, cough, and shortness of breath. The CDC reports that the virus is thought to spread mainly from person-to-person through respiratory droplets when a person coughs or sneezes, particularly if you are in close contact (the CDC states within about 6 feet) of the infected person. It may also be possible to get COVID-19 by touching a surface or object that has the virus on it and then touching your mouth, nose, or eyes.

WHAT WE ARE ASKING ALL EMPLOYEES TO DO:

The CDC has issued guidance to businesses to help prevent the spread of the virus, which we are monitoring and following. Based on that guidance, all employees are asked to do the following:

- If you feel sick, stay home. Employees who feel sick should stay home, contact their supervisor, and otherwise follow Behavioral Framework's normal policies regarding sick time, PTO, FMLA leave, and ADA leave, as applicable. **In particular, if you are experiencing fever (100.4°F or higher), cough, or shortness of breath, you should notify a healthcare professional and stay home until you are free from symptoms for at least 24 hours (without the use of fever-reducing medicines or cough suppressants) or until otherwise cleared to return to work per Company procedures then in place.**
- If you are not sick but have a sick family member at home who has been diagnosed with COVID-19 or may have been exposed to COVID-19, you should notify Kyle West of your potential exposure, and refrain from reporting to work until speaking with Behavioral Framework for further instructions. Behavioral Framework will conduct the appropriate risk assessment as recommended by the CDC and will discuss options with you.
- If you are placed in quarantine, home restrictions, or are advised to take any other precautions by federal, state, or local health authorities, comply with all such instructions. Notify Kyle West so that Behavioral Framework may make arrangements appropriate to the situation.
- Avoid close contact with people who are sick, and avoid touching your eyes, nose, and mouth. After touching your eyes, nose, or mouth, or after contact with people who may be sick, wash your hands.
- Cover your cough or sneeze with a tissue, then throw the used tissue in the trash and wash your hands. If you do not have a tissue, cough or sneeze into your elbow or shoulder.
- Wash your hands frequently with soap and water for at least 20 seconds. If you do not have access to soap and water, use a hand sanitizer containing 60%-95% alcohol. Soap and water should be used





preferentially. More information about coughing and sneezing etiquette and cleaning your hands is available from the CDC.

- Perform routine environmental cleaning. Routinely clean all frequently touched surfaces in your work area. Use disposable wipes or other cleaning agents that are usually used in these areas according to the directions on the label.

WHAT WE ARE ASKING ALL FAMILIES TO DO:

Because our workplace is your home, we're asking all families to help us stay safe and healthy by taking appropriate actions to prevent the spread of the virus. Based on CDC guidance, all families are asked to do the following:

- If you or your child is sick, please contact your Clinical Supervisor to reschedule or cancel session. **In particular, if you are experiencing fever (100.4°F or higher), cough, or shortness of breath, you should notify a healthcare professional.**
- If a family member at home has been diagnosed with COVID-19 or may have been exposed to COVID-19, you should notify Kyle West of your potential exposure, and cancel all sessions until speaking with Behavioral Framework for further instructions. Behavioral Framework will conduct the appropriate risk assessment as recommended by the CDC and will discuss options with you.
- If you are placed in quarantine, home restrictions, or are advised to take any other precautions by federal, state, or local health authorities, comply with all such instructions. Notify Kyle West so that Behavioral Framework may make arrangements appropriate to the situation.
- Avoid close contact with people who are sick, and avoid touching your eyes, nose, and mouth. After touching your eyes, nose, or mouth, or after contact with people who may be sick, wash your hands.
- Cover your cough or sneeze with a tissue, then throw the used tissue in the trash and wash your hands. If you do not have a tissue, cough or sneeze into your elbow or shoulder.
- Wash your hands frequently with soap and water for at least 20 seconds. If you do not have access to soap and water, use a hand sanitizer containing 60%-95% alcohol. Soap and water should be used preferentially. More information about coughing and sneezing etiquette and cleaning your hands is available from the CDC.
- Perform routine environmental cleaning. Routinely clean all frequently touched surfaces in your work area. Use disposable wipes or other cleaning agents that are usually used in these areas according to the directions on the label.

Thank you all for your commitment to the health and safety of our employees, clients, and families. Together we will work diligently to ensure we continue taking the appropriate action to limit the spread of the virus while continuing to provide the services our community relies on.

If you have any questions please don't hesitate to contact me directly.

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