

SPENCE | BRIERLEY COVID-19 RESPONSE
March 16, 2020

COVID-19 has arrived. However, our reaction to this pandemic should not be to panic. Rather, everyone needs to have a measured, thoughtful response that is both responsive to the facts and to our concerns for personal safety.

Admittedly, we have concerns about COVID-19 as this outbreak grows. I, too, am doing my best to keep everyone healthy and safe, while also minimizing disruptions to our operations. This hand out is intended to provide you with information on our current plans and procedures.

A. MONITORING & ADDRESSING THE PROBLEM

At the outset, I want everyone to understand that I am monitoring this situation carefully.

Already, I have prepared the attached *Work-from-Home Technology Policy* that provides each of you with the technology that each of you should put in place today to make sure that our firm is ready when and if we need to move aggressively into isolation. While I do not anticipate on closing our offices in the immediate future, I will do so if and when the circumstances arise or the government tells me that closing is appropriate. Again, we have given each of you our *Work-from-Home Technology Policy* to address working remotely if that becomes necessary. As you know, many of us has tested and confirmed that the technology is now working for us. If you have not done so, you should do so immediately this evening.

In any event, there is no evidence of widespread transmission of COVID-19 in the United States. Without sustained human-to-human transmission, most American workers are not at significant risk of infection.

While reading various sources can be helpful, the most trusted, up-to-date information can be found at the Center for Disease Control and the World Health Organization's websites. I am regularly reviewing such information, as well as information on the outbreak posted by (i) the United States Department of Labor, (ii) the United States Occupational Safety and Health Administration and (iii) the Maryland State Government. If you are concerned, you can and should review these sites as well.

B. WHAT WE KNOW TODAY ABOUT COVID-19

Here is some important information you should keep in mind as of today:

- Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze.

- According to the CDC, spread from person-to-person is most likely among close contacts of people in distances of less than 6 feet, through respiratory droplets produced when an infected person coughs or sneezes, similar to how the flu spreads.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- It's currently unknown if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, although it may be possible.
- People are thought to be most contagious when they are symptomatic. Symptoms usually show up between 2 and 14 days.
- This is going to get worse before it gets better. Because there is no current vaccine, the COVID-19 outbreak may be an extended event. Each of us needs to be prepared.

C. STEPS WE MUST TAKE TO MINIMIZE RISKS

- **Communicate and Stay Up to Date.** Ensure that you have Slack on your cellphone to receive information and updates on our response and how to manage this problem going forward. Also, let Adam know if you have questions or concerns.
- **Stay Home if Sick.** If you are sick, stay home. If you have a fever, cough or other symptoms of respiratory illness, stay home for at least 24 hours. You may have to stay at home for up to 2 weeks given what we know about the illness. We are working on a sick leave policy to provide clarification of our policy for current COVID-19 conditions.
- **Stay Home if in Contact with Sick Person.** If you believe that you have come in contact with someone who is sick, please stay home and let me know.
- **Working from Home.** Because we each have separate offices, there is an inherent social distancing at play in our office. As such, right now there are no plans for us to work from home other than as may be necessary for childcare. However, we may need to move to a work from home scenario quickly and need to be prepared by implementing the technology as more fully outlined in the firm's *Work-from-Home Technology Policy*.
- **Social Distancing.** To reduce the risk of spread of the illness and "flatten the curve", it is important to minimize contact with as many other people as possible. To do this, please use the following guidance:
 - o **Working from Home** We do not believe that working from home is necessary at this time; however, if this changes, please consult our *Work-from-Home*

Technology Policy for information and be prepared for an immediate shift to home work.

- **BAN ON Large Groups**. You **should not** participate in any networking events, seminars or otherwise until further notice. You may take seminars on-line.
- **BAN on LRIS**. Regrettably, you should not participate in LRIS pending further notification.
- **BAN on Using Other's Workspaces**. You should not use other employees' workspaces including computers, keyboards and phones.
- **Networking Lunches**. Network lunches are acceptable; however, please maintain appropriate social distancing techniques such as avoiding handshakes, hugs, etc.
- **Buying Lunches** If possible, please arrange to order lunches in advance to avoid mingling in crowds at restaurants. **Do not** go to malls or other busy lunch locations.
- **BAN ON ALL Client Meetings**. For the indefinite future, all client meetings should be over the phone. I would encourage the use of videoconferencing with clients and other employees by Slack, Vonage, Skype or What's App.
- **BAN On Interns in Office**. To limit the number of direct contacts in our office, our internships are currently cancelled pending further guidance.
- **Personal**. While I cannot dictate how you live, I would recommend that you limit exposure to large groups of people, including at restaurants, bars, etc. I would also strongly discourage travel of any form or visitors from out of state
- **Wash your Hands** Keeping hands clean is the best way to stay healthy. Wash with soap and water. Many illnesses are spread by failing to wash hands with soap.
- **Cough and Sneeze Etiquette** Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in a waste basket. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- **BAN ON Touching Your Face** It can get you and others sick.
- **Work-Place Cleaning** Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs, with disinfectants.

We have obtained supplies for you to wipe down your desk area, phone and keyboard. We have instructed staff to regularly wipe down the common areas including coffee machine and door handles.

- **Get the Flu Vaccine. Every Year.**