

Virus Prevention Best Practices:

The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

Use an alcohol-based hand sanitizer with at least 60% alcohol, if soap and water are not readily available.

Stay home when you are sick.

Avoid close contact with people who are sick.

Avoid touching your eyes, nose, and mouth.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces (door handles, tables, kitchen items in break rooms) using a regular household cleaning spray or wipe.



The Clearing House®

TCH COVID-19 Precautions:

- TCH's executive team now **meets daily** regarding the status of COVID-19.
- TCH has **extended our travel ban** to include any business travel outside the continental United States.*
- Employees who have recently traveled internationally, are planning personal travel outside of the U.S., or have come into contact with a person confirmed to have COVID-19, are **required to report** to the appropriate TCH executive.**
- CREM has **deployed additional supplies** including sanitizing wipes, hand sanitizers, and cleaning supplies to each site.
- We are reviewing and **monitoring our use of contractors** and any impact they may have on our resiliency.
- TCH is **reiterating requirements** sent to vendors who have on-site contractors for similar compliance and is also collecting information from vendors relating to how they are addressing the potential impact of the COVID-19.

*Any exception to this policy needs to be approved by the appropriate TCH executive prior to booking.

**Employees who meet any of these conditions, depending on the countries visited or other circumstances, may be required to work from home for the recommended CDC virus incubation period (currently 14 days).