



## Coronavirus (COVID-19)

All employee communication

As we navigate the constant change of the virus and the impact on our business, the one part that hasn't changed – is our commitment to the health and safety of our people. We need to be aware and smart with our decisions as we continue doing business. For your own health and safety, please verify if you are at a higher risk for severe illness by [clicking here](#).

Please follow the recommended actions below and help prevent the spread of the COVID-19 virus.

### Stay home and notify your supervisor if you:

1. Have been diagnosed with COVID-19
2. Experiencing a fever of 99.6 degrees F or greater, if you are ill or not feeling well (for a full list of COVID-19 symptoms, [click here](#))
3. Have been in direct contact with anyone who has been diagnosed with COVID-19
4. Visited any of the CDC Level 2 and 3 warning areas, [click here to view the warning areas](#), or been on a cruise ship in the past 14 days.
5. Contact your supervisor if, you have been in contact with someone who is in a physician ordered in-home isolation
6. Contact your supervisor if, you are otherwise ill (cold, sinus or other respiratory infection, seasonal flu, bronchitis, etc.)

### If you are unable to work or if your work is shut down:

1. Sign up for unemployment immediately in your state
2. [Click here](#) to start the unemployment process

We are dedicated to protecting and supporting you. We have a leadership team developing plans, so we are ready if our work is completely shut down. Our goal is to help you and your family as much as we can during this uneasy and changing time.

If you have any questions, please reach out to our leadership team.

For COVID-19 resources, visit the Miller Hub by [clicking here](#)

