

**To: Foundation Employees**

**Date: March 12, 2020**

**From: David Prenovost, Senior Managing Director/CFO**

**Re: Foundation, CoronaVirus-19 and Flu Prevention Information**

As we continue to monitor developments related to COVID-19 (novel coronavirus), the Foundation's top priority is to take proactive steps to maintain a safe workplace and to ensure the health and wellbeing of our employees, customers, visitors and all others. To best serve our campus community, we are working hard to maintain the continuity of business operations during the events of this pandemic.

While we are currently maintaining regular operations, we encourage all employees to:

- Practice "social distancing."
- Stay home when sick and provide a doctor's note releasing you to return to work if you are out for more than three days.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick, especially with respiratory symptoms.
- Clean frequently touched surfaces with disinfecting solutions.

It is critical that employees do not report to work while they are sick, especially if they are experiencing symptoms related to COVID 19, i.e., such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills, or fatigue. Currently, the Centers for Disease Control and Prevention (CDC) recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or any fever-related symptoms without the aid of fever-reducing medications. Many times, with the best of intentions, employees report to work even though they feel ill. As you may know, we provide paid sick leave and other benefits to compensate full time benefited employees who are unable to work due to illness. Please be aware that employees who report to work ill will be sent home following the guidelines stated above. Employees out ill for more than three days will be required to provide a doctor's note in order to return to work.

While we currently do not offer formal telework arrangements, Cal Poly Pomona Foundation will consider, on a case-by-case basis, requests from employees to work from home during this time. While not all positions are conducive to telework, those positions with primary job duties that can be effectively performed remotely will be given consideration.

Please contact the human resources department with any questions or concerns.

Nora Fernandez 909-869-4378

Angelique Hernandez 909-869-2953

Samantha Broyles 909-869-4811

We thank you for your support and will send out updates as they come over the next few months.



David F. Prenovost, CPA  
Senior Managing Director  
Chief Financial Officer