



**BERKSHIRE
HATHAWAY**
HomeServices
Georgia Properties

March 3, 2020

The health, wellness, and safety of our sales associates and employees are always a priority for Berkshire Hathaway HomeServices Georgia Properties. This memo provides guidance regarding communicable health concerns, including the Coronavirus COVID-19.

In addition to the usual seasonal illnesses of influenza and severe colds, Coronavirus is now an issue here in the U.S.

Be vigilant about hygiene! The Centers for Disease Control (CDC) advises to help prevent the spread of respiratory viruses by:

- Frequently washing your hands with soap and water for at least 20 seconds (sing “Happy Birthday” twice!). If soap and water are not available, use an alcohol-based hand sanitizer.
- Increasing the cleaning and disinfection of commonly used surfaces: desks, computer and phone equipment, copiers, door handles, utensils, etc.
- Covering your cough or sneeze with a tissue, then immediately discarding the tissue and washing or sanitizing your hands.
- Avoiding touching your eyes, nose, and mouth with unwashed hands.

In addition, the CDC urges people to prevent the spread of Coronavirus and other illnesses by staying home when experiencing body chills, body aches, sore throat, headache, diarrhea, nausea, and/or runny nose.

The CDC has issued a Travel Warning (no non-essential travel) for China, Iran, Italy and South Korea. Travel Alerts (special precautions for those with recent travel to the location) are in place for several countries including Hong Kong and Japan. These travel advisories are subject to change.

The following guidelines are in place for our company:

- If you or a family member have recently returned from a country with a CDC travel advisory (Warning or Alert), have been in contact with someone who has been to any high-risk destination, or otherwise had any contact with anyone who has potentially been exposed to the Coronavirus, please do not come into the office, and immediately notify your Broker or office manager via email. You should seek the advice of your health care provider for immediate testing, and any necessary treatment.
- If you or a household member plan to travel within the next 30 days to a country listed under a CDC travel advisory, please be aware that you may be subject to government-imposed quarantine which might make you unavailable to conduct your business, so you should plan to have coverage for your various business obligations.

The company will follow applicable CDC guidelines when addressing any individual concerns, including not returning to the workplace for a period up to 14 days after potential exposure. Comprehensive guidance for the general public can be found on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Please be on the lookout for further communications.

Stay safe!

“See Something, Say Something”

BERKSHIRE HATHAWAY HOMESERVICES GEORGIA PROPERTIES

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