**Memo: Temporary Suspension of Nonessential Business Travel**

In light of the ongoing Coronavirus (COVID-19) outbreak, and management’s commitment to the health and safety of our employees, effective immediately, all nonessential business travel is suspended until further notice. Further, personal travel is strongly discouraged. Management will continue to monitor the COVID-19 outbreak, as well as the information and recommendations provided by public health officials as it relates to business travel, and provide updates as appropriate.

**Travel Cancellation Procedures**

If nonessential business travel has already been booked, please work with [your manager/HR/our travel coordinator/etc.] to cancel reservations and arrange for refunds or credits where applicable.

Employees are encouraged to use phone and video conferencing in place of face-to-face meetings as much as possible. IT support services are available to employees who need technical assistance. Please update your manager on the status of all meetings canceled under this temporary travel suspension.

**Essential Travel**

Essential business travel is strictly limited to situations where business cannot be conducted without face-to-face meetings or visits to specific locations. A senior executive (CEO, CFO, or COO) must approve all travel (including trips that were previously approved) in writing until the travel suspension is lifted.

**Procedures for Illness During or Following Travel**

Employees who become ill with virus-like symptoms while traveling, or after returning from a trip, must contact a health care provider and the HR department immediately.

Employees returning from business or personal travel, and who have experienced no virus-like symptoms, are also required to contact the HR manager before returning to work. The employee may not be allowed back to the workplace for at least fourteen days, out of an abundance of caution and to determine whether the employee has been exposed to the COVID-19 virus. Under these circumstances, the employee should contact their manager to make arrangements to work from home or request time off.

Please contact your department manager, or human resources, with any questions or concerns.