



memo

To: All HII Employees
From: Bill Ermatinger, Executive Vice President and Chief Human Resources Officer
Date: March 24, 2020
Subject: Medical Precaution Reminder

Dear HII Employees:

As coronavirus (COVID-19) cases continue to spread across the nation, the health care community is asking businesses to remind employees of the importance of following protocol when contacting their health care provider. To this end, I want to stress the importance of taking precautionary steps to minimize exposure while seeking medical care.

The Centers for Disease Control and Prevention encourages ill individuals to **call ahead** before visiting their doctor's office, even if they already have an appointment scheduled. If you believe you have been exposed to COVID-19 or have the virus, call and inform your doctor's office before arriving in person. When speaking to medical staff, **be forthcoming with your symptoms** so they can make informative decisions regarding your care. By calling ahead, you can reduce the risk of spreading the virus to other patients and to medical staff.

Unfortunately, we have been informed of a situation where a medical team had to self-quarantine due to a possible COVID-19 exposure. Health care workers are on the frontline of this pandemic, and we must do our part to keep them safe as they work around the clock to care for those in need. Simple steps like calling ahead and being open about your symptoms can minimize risk for our nation's health care workforce.

A handwritten signature in black ink that reads 'Bill Ermatinger'.