



Associate Coronavirus Update

March 13, 2020

The safety and well-being of all of our associates, agents, clients and business partners are the highest priorities at AmeriLife.

The company continues to monitor the coronavirus outbreak and is adapting its business operations to address this rapidly changing situation.

Please review the following key reminders and updates regarding AmeriLife's response to the coronavirus.

If You are Sick, Stay Home!

Associates should stay at home if they are sick and call their doctor for guidance. This is especially important during the coronavirus outbreak as the disease is highly contagious.

Symptoms of coronavirus:

- Fever
- Cough
- Shortness of Breath

Employees who report to work who are sick will be asked to go home if they are showing symptoms of being sick. Associates must remain at home until symptoms subside and they are without a fever for 24 hours.

Self-Quarantining

Effective immediately, all associates traveling outside the continental United States, for business or pleasure, MUST self-quarantine for 14 days before returning to work. This includes travel to Hawaii, Alaska or Puerto Rico.

- If self-quarantined measures must be implemented, individuals may work from home, if able. The company will make every accommodation to support a work-from-home set-up, if possible.
- Individuals required to self-quarantine and unable to work from home due to personal travel outside the continental United States will be required to take PTO or take time off as unpaid if they are unable to work. (Employees can borrow up to 40 hours of PTO.)

Associates must contact their managers or HR@AmeriLife.com to determine if there is a need to self-quarantine for 14 days prior to returning to work under these circumstances:

- If associates were in contact with others within the last two weeks who have confirmed cases of coronavirus
- If associates visited a place within the last two weeks – either nationally or internationally – where there are confirmed cases of coronavirus



Teledoc

- If you have AmeriLife medical benefits through Blue Cross Blue Shield of Florida, now is a good time to set up an account with Teledoc. Teledoc gives employees the ability to access board-certified physicians through the convenience of a phone or video consult.
- If you are experiencing symptoms, Teledoc provides virtual care options that will help you stay out of doctors' offices and emergency rooms, which can expose you to germs. You can avoid public places while getting care and guidance about your symptoms.
- Have your BCBSFL insurance card handy and go to www.Teledoc.com or call 866-78908155 to set up your account. Once you have an account, simply log in with your username and password to consult with a Teledoc physician.
- AmeriLife reimburses the full cost of employees' first three visits with Teledoc. After that, AmeriLife reimburses employees \$35 for their Teledoc visits, which means employees pay \$5 per visit.
- [Click here](#) to review the Teledoc section on page 12 of the AmeriLife 2020 Benefits brochure.

Associates with Company-Assigned Laptops

- Associates who have been assigned laptops for their job responsibilities are required to bring the devices home with them each evening and over the weekends.
- This is especially important in that the coronavirus outbreak can rapidly change how AmeriLife conducts business.
- The company's business continuity plan hinges on essential personnel having the ability to work remotely, and associates bringing home their work laptops is the key to this plan's viability.

How to Minimize Risk

- At this time, there is no vaccine to prevent coronavirus. According to the Centers for Disease Control and Prevention (CDC), the best way to prevent the illness is to avoid being exposed to the virus, which is spread person-to-person.
 - Between two people who are in close contact with one another (within 6 feet)
 - Through respiratory droplets produced when an infected person coughs or sneezes
- Practice social distancing whenever possible
 - Minimize face-to-face contact and conduct meetings via phone whenever possible – this includes amongst co-workers within the building



- Steps to Protect Yourself
 - Wash your hands often with soap and water for 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing or sneezing
 - If soap and water are unavailable, use a hand sanitizer with at least 60% alcohol. Cover all the surfaces of your hands and rub them together until dry
 - Avoid close contact with people who are sick
 - Don't touch your eyes, mouth or nose
 - Put distance between yourself and others if coronavirus is spreading through your community
 - Stay at home if you are sick, except to get medical care
 - Cover your mouth and nose with a tissue when you cough or sneeze; throw the tissue in the trash; use the inside of your elbow if you don't have a tissue; immediately wash your hands or use a hand sanitizer
 - Wear a facemask if you are sick; if you are not sick, you do not need to wear a facemask unless you are caring for someone who is sick
 - Clean and disinfect frequently touched surfaces daily, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks

Other AmeriLife Precautions

- AmeriLife has immediately implemented the following travel policy:
 - All international travel is cancelled through April 30. This includes participation in any carrier trips, sponsorships and golf outings
 - All domestic, non-essential business travel is cancelled in March and April.
 - AmeriLife requires all associates who traveled outside the continental United States for business or pleasure to self-quarantine for 14 days prior to returning to work. This includes individuals traveling to Hawaii, Alaska and Puerto Rico
- AmeriLife is reviewing and adapting its work-from-home policy and will announce any changes when finalized.

Additional Precautions at AmeriLife Place

- Interior doors will remain open in areas that don't need to be closed for security reasons to reduce the risk of spreading a virus on door handles. Signs will be posted to remind associates to keep these doors open during business hours.
- A greeter will be stationed at the AmeriLife Place lobby to open the door for associates during high-traffic periods.
- Hand sanitizers will be placed by copy machines throughout the building.
- Restroom doors have been changed to permit associates to push the door when leaving rather than touching a door handle.

The AmeriLife Business Continuity Team continues to monitor the coronavirus outbreak and will take actions to keep our associates, agents, clients and business partners safe during the pandemic.

[Click here](#) for additional information from the CDC.

As a reminder, you can visit www.AmeriLife.com/411 for updates and additional resources.



Please contact your manager or email HR@AmeriLife.com if you have any questions.