



Bay Area Compliance Laboratories Corp.
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Dear Employees,

Bay Area Compliance Laboratories, Corp. (BACL) is closely monitoring the spread of COVID-19 commonly known as the 'Coronavirus.' We are implementing a few safeguards consistent with those other local companies have begun putting into place. These are effective immediately and we'll continue to update as things change.

For employees:

- We are restricting business travel to CDC [Level 2 or 3](#) countries (currently China, Iran, South Korea, Italy, and Japan, but the link has the most updated version) unless approved in advance by your immediate Supervisor/Manager and generally ask you to reevaluate that any planned business travel, especially international travel, to determine if it is critical and time sensitive.
- We request that you and your immediate family reconsider personal travel to any Level 2 or 3 location and discuss it with your manager. If you do travel, then upon your (or your family member's) return, we may require that you not report to work for the 14-day period immediately following your return). If you are unable to work due to personal travel choices, we may not be able to pay for your time away from the office beyond normal sick and vacation time.
- If you feel sick, we encourage you to stay home and get better.

For visitors:

- Please confirm with expected visitors whether they have traveled to a Level 2 or 3 country within the past 14 days. If they have, please work with them to arrange a video or conference call instead of an in-person meeting.

For candidates and new hires:

- Candidates who have traveled to a Level 2 or 3 country within the past 14 days should be offered a choice between a video interview or postponing their interview until the 14-day period has elapsed. Similarly, any new hires (accepted but not started) who have traveled to a level 2 or 3 country will have their start date adjusted to no earlier than 14 days after they return home.

For yourself and your family:

- Beyond travel restrictions, the best preventative measures to take are the same as with the common cold or the flu - washing your hands frequently, coughing/sneezing into your elbow, and working from home or taking sick time as appropriate if you have symptoms. Please refer to the [CDC](#) for additional recommendations on prevention.

For the most up to date information regarding COVID-19 please refer to the [CDC website](#) and the [World Health Organization website](#).