

March 13, 2020

RE: COVID-19 Announcement

At Bravo LT, our top priority has always been and remains our people, community, and partners. We are closely monitoring developments related to COVID-19 (aka, Coronavirus), so that we can provide you with the best guidance and resources possible. We want to share the actions we're taking to help and recommendations for you.

What Bravo LT is Doing

We have ramped up cleaning services at our office and added additional hand sanitizer and cleaning products that are being used frequently so that employees can keep them continuously cleaned. We are closely following the [Center for Disease Control \(CDC\) COVID-19](#) recommendations on the steps we can take to help prevent the spread of the virus.

We are following the CDC COVID-19 precautions and guidelines. REF: [Interim Guidance for Businesses and Employers](#).

Recommendations

- *Practice Good Hygiene.* Wash your hands frequently and cover your nose and mouth if you must sneeze or cough. Use hand sanitizer with at least 60% alcohol content. Try not to touch your face.
- *Stay Home.* Please stay home if you are not required to come into the office. If you are sick, stay home.
- *Reschedule.* We respectfully request that if you or someone you have been in close contact with, traveled to an area impacted by the COVID-19 in the last 14-days (e.g., China, South Korea, Italy, etc.), meetings and on-site visits be switched to teleconference or are rescheduled for a later time.
- *Stay informed.* The CDC is continually updating their site with the latest COVID-19 information.

If you have further question, please contact [Matt Cunningham](#), Director of People and Culture.