

MEMO

March 11, 2020

To: All employees

From: Karla Ahr, Human Resources Director, and John Rung, President & CEO

Re: COVID-19 (Coronavirus) information

As we are all aware, the spread of COVID-19 (Coronavirus) is a growing concern throughout Illinois, the United States, and across the world. Yesterday, confirmed cases of the virus were announced in both Kane and McHenry Counties. Because the spread of illness seems inevitable, Shaw Media's leadership team has been working on a contingency plan. The plan was developed with four goals in mind:

- 1) Protect the well being of our employees
- 2) Do whatever we can to limit the spread of the virus
- 3) Ensure continuity of the business
- 4) Provide reliable information about the virus to our readers

As part of the effort to protect your well being and limit the spread of the virus, it is imperative that those who feel ill or have been exposed to the virus do not come into the workplace. Because it is vital that we all exercise an abundance of caution, the company is prepared to make special considerations for any employee who misses work due to the virus. Even if you are out of sick time, you will not be penalized with reduced wages, and you will not be required to use your vacation time. All we ask is that you communicate with us (by phone or email, of course).

We ask that you become familiar with and follow [CDC Illness Prevention Recommendations](#). Those recommendations include:

- Cover your coughs and sneezes with a tissue, throw the tissue directly in a lined trash can
- Wash your hands frequently, especially after coughing / sneezing
- Use hand sanitizer when washing your hands is not practical
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Clean high touch work surfaces regularly
- Limit travel as practical
- Refrain from shaking hands

Each Shaw office has been supplied with disinfectant wipes, sprays, tissue, and hand sanitizer. Please use them.

In order to ensure the continuity of our business, each department and location has created a plan that will be implemented in the event of future disruption. Your supervisor will discuss with you any necessary adjustments to your schedule or responsibilities. It is possible that some employees will be asked to work from home or from a different Shaw location.

Our news teams are working diligently to provide accurate and valuable information to our readers. It is in times like these when we are most valuable to the communities we serve. Unfortunately, crisis situations can breed misinformation - and misinformation can lead to panic. We encourage you, your friends, and your family to turn to our digital and print publications for the most timely and accurate local information regarding COVID-19.

If you have any questions or concerns, please contact your supervisor. You may also feel free to contact either of us (Karla at 4410 and John at 4437) directly.

