

Luce Research Preparedness Planning

Luce Research will closely monitor updates from the Center for Disease Control, the World Health Organization, and local officials. Our actions will progress with the potential threat. We take any public health threat seriously and are putting some initial measures in place. Additional measures may be added, as deemed necessary to help safeguard our employees. Our first step is going to be in educating our employees on the COVID-19 Virus. An educated staff will play a big part in the prevention of local transmission.

All employees are being asked to follow these directions to help reduce the risk of infection.

- We are asking employees to inform Human Resources, by calling 719-272-7200 XT:209 if they have been exposed to COVID-19 or show symptoms relevant to COVID-19, or if they, or a member of their household have particular vulnerabilities such as a weakened immune system that may require enhanced protections from infection. Further, staff with symptoms of infection will be sent home, or instructed to stay home. Employees are held to a high level of personal responsibility in this situation and are asked to follow through on these instructions. Failure to do so can have devastating consequences. For relevant symptoms review the “Symptoms” portion of this email.
- Luce Research will be increasing its regimen of sanitizing work stations, as the threat worsens. To include the headset, keyboard, mouse and chair. The regimen will also include other shared or regularly frequented areas, door knobs, sinks etc.
- We are also asking our staff not to bring in homemade food with the intention of sharing it with the staff, or selling it to the staff. The time for potlucks will come again soon, but for the time being it is best that we are not sharing food with one another. This is a temporary added precaution to help keep our staff healthy.

Our Primary resources on this subject will include:

- The World Health Organization (WHO) Website:
<https://www.who.int/>

link to COVID-19 specific information:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

- The Center for Disease Control (CDC) Website:
<https://www.cdc.gov/> link to COVID-19 specific information
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

As the most accurate resources available, we will rely on these sources for our information on COVID-19. We suggest you use these resources as well, to further educate yourself on this situation and keep up to date as it evolves.

We ask all employees to practice safe handwashing techniques as outlined by the CDC. This drastically helps reduce the risk of spreading illness. New signs have been posted in the restrooms to remind you of the importance, and to outline the recommended method. The vast majority of people do not wash their hands long enough to kill, or remove germs that cause sickness. Please do your part to help reduce the risk of spreading illness. While the risk of coming into contact with COVID-19 is low at the time being, these measures go a long way in protecting us all from coming into contact with other contagions, which improves the overall health of our staff. Your diligence in keeping your hands clean, can help keep others around you healthy.

CDC recommended handwashing method:

1. Wet hands with water
2. Apply enough soap to cover all surfaces
3. Thoroughly wash all parts of hands and fingers up to the wrists, rubbing hands together for at least 20 seconds
4. Rinse hands with water and dry thoroughly with paper towels
5. Use paper towels to turn off faucet before discarding the towels in the waste receptacle

Practice good respiratory etiquette. Cover your mouth when you cough or sneeze, and then wash your hands to prevent the spread of germs. It is also good practice to wash your hands prior to touching your face, particularly your mouth, nose and eyes, to keep from unintentionally exposing yourself to germs. It is suggested to refrain from touching one's face entirely, but for most people this is very difficult.

While there is no way to avoid coming into contact with all germs, following these measures carefully go a long way in ensuring your health, and the health of those around you.