Hi all,

Following up from last week’s email and considering the updates of the coronavirus outbreak in our region, we want to take some extra measures to protect our teams’ health.

**Employee Loan:**

* We realize these times may cause unexpected personal financial expenses. We are happy to loan or advance you money during these times.  Please let Accounting know your needs and they will handle immediately.

**Visitors policy:**

* Effective immediately, we’re restricting visits from external partners, customers and any other guests in our offices. Please cancel any meetings you’ve already planned with them and work to run these meetings virtually if possible.
* We are canceling any scheduled events that would take place in our offices. Don’t make plans to host other events until further notice.
* You’re also strongly advised to refrain from visiting clients and prospects offices and scheduling meetings in coworking spaces i.e. coffee shops until further notice.

**Work from home:**

We’re expanding our work from home policy.

* We will be working with you and your manager for details and schedules that maintain our excellent service standards

We will provide you with technical guidelines, along with some productivity tips, to help you work from home effectively. In the meantime, please reach out to your manager in order to coordinate regular meetings and workload.

For those of you who still work from the office, be extra cautious with hygiene and try to avoid overcrowding meeting rooms and common areas.  Please respect each other’s space. In case you have the slightest symptoms (e.g. cough, minor sore throat) but can work, please don’t risk coming to or staying at the office. Talk to your manager immediately and work from home or take sick leave.

These all might sound like inconveniences or over reactions, but they’re preventive measures we need to take in order to protect our health, and also not infect our loved ones or fellow citizens. We’re also doubling down on our efforts to keep the offices sanitized.

We will be monitoring the COVID-19 outbreak and will let you know as we have new guidance from the local authorities.

Stay healthy and don’t hesitate to contact your managers or leadership team, if you have any questions or concerns.

Thank you,