

To: TTX Employees

From: TTX Management

Re: TEMPORARY COVID-19 MODIFICATIONS – TRAVEL POLICY

In response to questions and concerns raised by employees yesterday, TTX Management met and reviewed the guidelines issued by the CDC related to travel. TTX will adopt the recommendations provided by the CDC which currently state that any individual traveling to or through a level 3 area will be asked to stay home for a period of 14 days.

As of today, we are not mandating that people stay home that have traveled unless:

- 1) they have traveled to a level 3 area
- 2) they know they have been exposed to someone with COVID-19
- 3) they are exhibiting respiratory symptoms or running a fever
- 4) or they have their own health risks that might put others at risk

Please be aware that if you chose to travel for personal reasons, and the area you are traveling to is upgraded to a level 3 before you return to TTX, you will also be asked to stay home for a period of 14 days. If you are asked to self-quarantine due to personal travel, this time will be unpaid. You can choose to use your sick and vacation time if you wish.

If you are traveling to or through an area that has not yet been identified as a level 3, we ask that you have a greater awareness of how you are feeling and be sensitive to any symptoms you may be exhibiting.

Please be assured, employees will not be asked to travel for TTX business to any location that is currently considered a level 3 area. TTX has contacted all customers where we have installations taking place and have taken into consideration our customers' recommendations. All quarantines due to TTX travel for business will be paid.

Although things are changing rapidly, we will continue to follow the recommendations by the CDC as it relates to travel. There will be updates posted as they are available outside of Human Resources and on the TTX Portal.

For the list of current level 3 areas and the most up to date COVID-19 travel information, visit the CDC COVID-19 Travel Page at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

Types of Notices

Warning Level 3

Warning Level 3 (Red): Avoid all non-essential travel to this destination. The outbreak is of high risk to travelers and no precautions are available to protect against the identified increased risk.

Alert Level 2

Alert Level 2 (Yellow): Practice enhanced precautions for this destination. The Travel Health Notice describes additional precautions added, or defines a specific at-risk population.

Watch Level 1

Watch Level 1 (Green): Practice usual precautions for this destination, as described in the Travel Health Notice and/or on the [destination page](#). This includes being up-to-date on all recommended vaccines and practicing appropriate mosquito avoidance.