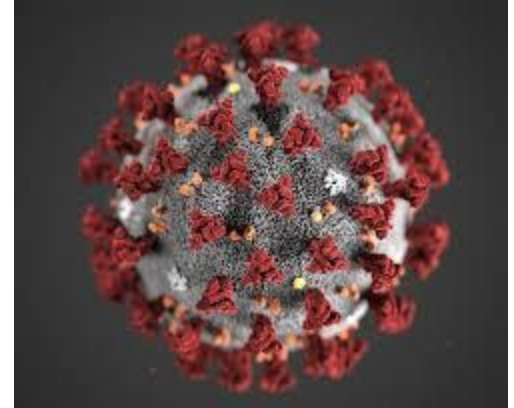


# Coronavirus

## Grande Current Measures

As of March 12th, 2020



### Business Travel

- All business related air travel is suspended.
- Participation in all conferences, conventions, food shows, etc. has been canceled. No new airplane, food show or conference travel should be booked until further notice.
- If you live in a high concentration area, consult with your manager on how to manage work expectations appropriately.
- Gatherings, of more than 10 people, with non-Associates must be approved as business critical with your Vice President.

### Personal Travel

- Associates returning from international or cruise ship travel will be asked to quarantine for 14-days out of an abundance of caution.
- Grande may choose to require quarantine or testing for Associates returning to work after personal travel that includes airplanes, cruise ships or time in a destination with a high level of community transmission.

### Visitors

- Visitors are restricted from all Grande facilities unless visits are approved by Vice President as "business essential"
- Most existing onsite consultants will be asked to work remotely

### Contractors

- Currently engaged contractors and temporary workers will continue to have access to our facilities as we work through the business criticality of their work
- We will require "business-essential" approval before allowing new contractors or temporary workers into our facilities

## On-Site Meetings

- Avoid scheduling extended meetings or events with more than 25 Associates in a relatively confined space (e.g. conference room)
- Practice "social distancing" by allowing 3 feet of space between people and refraining from handshaking or hugging