

From: [Tracy Stout](#)
To: [Elizabeth Normandy](#)
Subject: FW: PMMI response to coronavirus - Update
Date: Wednesday, March 11, 2020 12:13:44 PM
Attachments: [PMMI COVID-19.docx](#)

Hi All-

A team has been formed to meet and discuss regularly PMMI's response to dealing with COVID-19 (coronavirus), and to ensure we keep you informed and stay on top of the situation. Things are changing daily, but we are planning as best we can and prioritizing your health and wellness above all else. Please continue to follow CDC's guidelines to minimize potential health risk (attached). We are monitoring closely the CDC, WHO and State Department for guidance regarding our office plans, travel, meetings, etc.

We have put into place contingency plans for a number of potential scenarios, which we will share as soon as needed. In the meantime, here are a few updates:

- The office may need to close unexpectedly, requiring everyone to telecommute. In preparation for that:
 - Please take your laptop and critical work home with you every day so that you are prepared to work from home.
 - We are considering having an all-staff telecommute *test run* to ensure everything works properly and identify any kinks. Stay tuned for more on that.
- If you have upcoming work-related travel that you are not comfortable with, let your supervisor know. You are not required to travel if you are uncomfortable.
- Due to the travel restrictions of many of our invited guests (specifically our members' customers), we have cancelled Top to Top 2020.
- Based on the recommendations from the **[U.S. Department of State](#)**, PMMI US staff will not be attending ProPak Asia or ProPak China. Currently both shows are scheduled to take place as planned, and PMMI will have a pavilion and a booth staffed by a local consultant.

As always, if you do not feel well please stay home. And most importantly, please let HR or your supervisor know immediately if you or anyone close to you has been in contact with anyone who has been in the affected areas, or exposed to COVID-19. Please go to the link below to get the most updated information:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

If you have any questions or concerns about any of this please let me know. Thank you,
Tracy



Coronavirus Update (COVID-19)

PMMI is closely monitoring the Coronavirus (COVID-19) outbreak. According to the Centers for Disease Control and Prevention (CDC), there is no vaccine to prevent Coronavirus. The best way to respond to this public health threat is to avoid exposure and take everyday preventive actions to stop the spread of the virus.

The CDC issued the following guidelines to help minimize any potential health risk:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue or sleeve, then throw the tissue in the trash.
- Stay home when you are sick.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a face mask.
 - CDC does not recommend that people who are well wear a face mask to protect themselves from respiratory diseases, including COVID-19.
 - Face masks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of face masks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a health care facility).
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

For updated information on the COVID-19 outbreak and advice for your specific location, please refer to the CDC, World Health Organization (WHO) and local county public health agencies.

PMMI will continue to monitor this emerging situation and provide additional updates when needed.

From: [Tracy Stout](#)
To: [Elizabeth Normandy](#)
Subject: FW: Sick policy/Coronavirus Updates
Date: Wednesday, March 11, 2020 12:13:09 PM

Hello all, Our coronavirus task force continues to meet regularly to discuss and prepare for potential scenarios, in order to keep you as informed and safe as possible. The following are points that came up this morning. As always please let me, or your supervisor, know if you have any questions or concerns about any of this:

- So that we do as much as we can to reduce spread of illness, if you wake up sick or not feeling well take a full sick-day at home. Do not plan to come in later in the day if you are not feeling well.
- If you are sick (not with coronavirus), please use common-sense caution before returning to the office, e.g., ensure you are fever-free for 24-hours and are not actively coughing, sneezing, etc.
- Similarly, out of an abundance of caution, you may be asked to go home if you are in the office showing signs of illness.
- Cigna will cover COVID-19 testing similar to a preventive benefit for fully-insured and Administrative Services Only (ASO) plans, waiving co-pays, deductibles and co-insurance for customers.

For individuals diagnosed with COVID-19, Cigna will ensure all patients receive the care they need.

For questions, ask me or visit mycigna.com (or call the toll-free number on the back of your insurance card for one-on-one assistance any time day or night).

Please read the attached letter and customer FAQ for further details.

http://images.connecting.cigna.com/Web/CIGNACorporation/%7B0bf2980d-dee1-4dc9-b1fa-5e9ff1dd6e8b%7D_COVID-19_Client_Letter.pdf

http://images.connecting.cigna.com/Web/CIGNACorporation/%7B7a7d198a-3c86-46e3-9ae8-3e488b8b39c7%7D_COVID-19_FAQ_v2.pdf

It bears repeating a couple of points from yesterday as well:

- Please leave the office everyday prepared to work from home, i.e., take your laptop, critical work and supplies home with you every day so that you are prepared to work from home if necessary.
- You are not required to travel if you are uncomfortable; talk to your supervisor.
- Most importantly, please let HR or your supervisor know immediately if you or anyone close to you has been in contact with anyone who has been in the affected areas, or exposed to COVID-19. Please go to the link below to get the most updated information:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Thank you!