



Our *Practice* Keeps Yours *Healthy*.

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To all Cvikota Company Staff:

Over the past two weeks, our leadership team has been monitoring the coronavirus (COVID-19) through news, and informational websites. As it has spread around the globe, this has clearly become a leading story, and issue in the press, in social media and amongst ourselves. Rather than succumb to panic, health officials continue to urge the public to remain calm, not panic, and take appropriate measures with respect to health and safety. We believe this is sound advice.

We will continue to monitor this outbreak. At this time, the situation remains fluid. However as of this moment, there are no reported cases of COVID-19 in the regions surrounding our La Crosse, Eau Claire, Rice Lake or Tennessee offices, however this may change rapidly. Our offices remain open and we anticipate no change to our operations.

Your health and safety are our primary focus. As such, in the event of an outbreak in any of our regions, we are exploring measures for business continuity including quarantine, employee safety measures, enhanced sick policy considerations and telecommuting options.

In the meantime, we recommend you follow the following safety precautions to keep yourself safe.

What you can do to help us stay healthy:

- If you are ill, stay home.
- If you come to work and are sick, we will send you home.
- Wash your hands frequently and thoroughly with soap and or hand sanitizer.
- Avoid physical contact such as shaking hands. Fist bumps are ok.
- Avoid physical contact if possible, with people who are sick.
- Practice Social Distancing. Try to keep more physical distance between yourself and others.
- Be mindful of large gatherings, and the risks involved.

We will be providing more updates as they become available.

If you have any questions please reach out to Char or myself.

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