

Dear Partnership Community,

The Partnership, along with much of the rest of the globe, has been monitoring the spread of the Coronavirus (COVID-19) and its impact on the Partnership Community.

And while there have been a few hundred cases in the United States, we recognize the devastating impact this virus has already caused in communities where many of us in the Partnership Community work, live, and where we still have families — especially in China and South Korea. Our first thought is always to you and your loved ones — and we hope everyone can remain safe and healthy.

We urge everyone to follow the guidance of the <u>CDC</u> and medical professionals. That's what we're doing here at The Partnership.

In the event public health officials ask us to modify, postpone, or cancel any sessions or convenings for the safety and well-being of our participants, faculty, staff and the community, we will **immediately** do so.

We recognize that many companies are modifying or restricting travel by their employees and participation in group activities. In the event an employer or host company issues such a policy, we will modify, postpone, or cancel the applicable sessions or convenings.

For any sessions or convenings held during this current outbreak, we will follow CDC guidance by having health maintenance supplies on hand for our participants, faculty, and staff, including sinks with soap, hand sanitizers, and tissues. In the event someone begins to show symptoms, we will isolate that person from the group and take other precautionary measures.

We encourage you to use your judgment. Do not attend a Partnership event if you have <u>symptoms</u> of COVID-19. Please seek medical advice promptly by calling ahead to a doctor's office or emergency room to get guidance.

The Partnership is making accommodations for those who are unable to attend a session or convening due to illness or company policy. These accommodations will be program and session specific, so please be on the lookout for communications from me or The Partnership staff.

In the meantime, please take care of yourself and those around you. The CDC recommends <u>everyday</u> <u>habits</u> to help prevent the spread of several viruses. To learn more about COVID-19, visit this site from <u>Massachusetts General Hospital</u>.

All the best,

Pratt N. Wiley