

From: ValueMomentum COVID-19 Task Force <CTF@valuemomentum.com>
Sent: Wednesday, March 25, 2020 8:39 AM
Cc: ValueMomentum COVID-19 Task Force <CTF@valuemomentum.com>
Subject: Reporting a Covid-19 incident with one of our associates

Dear Colleagues,

We are writing to inform you that one of our Associates is possibly infected on account of exposure to a family member who has tested positive with COVID-19. Please join the Task Force in wishing our Associate a speedy recovery.

The Task Force believes that rapidly and transparently sharing information provided below, while being mindful of our associates' privacy, will ensure that we can each take informed actions and precautions for our safety and that of our communities.

Incident Summary	On 3/24/2020, ValueMomentum's COVID19 Task Force became aware that one of our Associates has been exposed to a person in their family who has tested positive for COVID-19. This Associate is currently in NJ with their family, and was based out of our Client's office (in Pennsylvania, USA) until 3/13/2020.
Date of potential exposure	The exposure, very likely, happened after 3/13/2020 while our Associate was working from home in NJ.
Was the Associate in any of the Client's or ValueMomentum's offices on or after the date of exposure?	The Associate started working from home after 3/13/2020 and has not visited any of the Client's or ValueMomentum's offices after that date.
Did the Associate interact at work with anyone working for the Client or ValueMomentum?	After 3/13/2020, our Associate has not interacted at work with anyone working for the Client or ValueMomentum.
Did the Associate interact outside of work with anyone working for the Client or ValueMomentum?	Our HR spoke with our Associate and has a confirmation from them that, after 3/13/2020, they have not interacted outside of work with anyone working for our Client or ValueMomentum.
Is the Associate currently showing symptoms for COVID19?	Yes, they are showing symptoms for COVID19 and are currently in self-isolation at home.
Has the Associate been tested for COVID19?	Our Associate visited the local testing facility and was told to assume that they have COVID19 as they have been exposed to a family member who has tested positive. No test was performed.

At this time, we believe this information is sufficient. If more information is required to keep all of you safe, we will request our Associate for it. If our Associate provides it in the interest of helping others, or corrects any of the information given above, we will keep you informed. Information about the location where our Associate worked is being provided to our other associates who worked at that location. The Client's Task Force representative also has been provided the above information.

We know how important this information is to take necessary precautions and to reduce anxiety where it is not needed. Hence all of us at the Task Force (and surely all our Associates) are very appreciative of the fact that our Associate, at a time of great personal difficulty, has reached out and informed us of their situation and provided us with the above information.

Please join us in wishing them a speedy recovery.

Gopi Gade (“GK”)
Task Force Coordinator – US
ValueMomentum

Uma Gogineni
Task Force Coordinator – India
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