



## COVID-19 Corporate Employee Guidance

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The Stepping Stones Group (SSG) and its family of companies takes seriously our commitment to provide our employees with timely updates on COVID-19 and its implications on our business and the stakeholders we serve. As a mission-driven organization, our goal is to provide high-quality therapeutic and behavioral services to children and their families. As we learn more about COVID-19 we will continue to address and refine our approaches and policies to assure that our employees can conduct their responsibilities in fidelity with our mission in a safe environment. The Stepping Stones Group will be diligent to follow the guidance of the Federal Centers for Disease Control and Prevention (CDC) and state and local government's Departments of Public Health in our response to COVID-19.

Please allow this communication to serve as an update to the communication delivered on March 3, 2020.

### **WORKING AT THE STEPPING STONES GROUP AS COVID-19 SPREADS**

#### **Will SSG allow corporate staff to work from a remote setting?**

Yes. Effective immediately, we are allowing corporate employees to work from a remote setting. Please notify your supervisor if you choose to exercise this option. As of now, our offices will remain open if you prefer an office setting.

To work effectively in a remote setting, please ensure the following:

- Have the following tools:
  - Broadband Internet Access
  - Laptop or personal computer
  - Username and passwords.
  - A quiet and private workspace with minimal distractions/interruptions
  - If you do not have access the above list, please inform your supervisor and we will make our best efforts to assist you
- Maintain a daily connection with manager
- Make an extra effort to communicate with co-workers
- Maintain the same/similar hours at home as you did in the office
- Expectations and job performance remain the same
- Make sure you have the required tools and information to work from home
- Copy any important information that might be kept in the office that may be needed at home
- If you are unable to perform your duties at home, you may be required to take PTO or time-off without pay



### **If I feel “under the weather,” should I report to work?**

No. As a precaution, we ask that any employee feeling unwell not report to their work-site. Please notify your supervisor in accordance with company policy if you are unable to report to work. The company reserves the right if an employee has symptoms consistent with COVID-19, to ask an employee to work remotely.

### **I have business travel plans; will the virus impact my travel?**

- SSG is postponing or canceling all travel to conferences, seminars, and career fairs until further notice.
- All other Company travel should be limited to essential client and systems critical meetings only. Business travel involving flights must be approved by Anthony Rintala and Doug Moes for the K-12 and Autism Services Practices, respectively.
- If travel is necessary, check the CDC’s Traveler’s Health Notices for the latest guidance and recommendations to and from your destination.
- Please utilize videoconferencing for meetings when possible.

### **I have personal travel plans, will the virus impact my travel?**

- SSG recommends using good judgment and reference the CDC website for destinations with Travel Notices and consider postponing or canceling travel to these destinations until further notice.
- Any employee traveling to areas with travel notices must follow the CDC guidelines to prevent community spread and let their supervisor know prior to returning to work. STAR of CA supervisors should report this information on the [COVID-19 Risk Event Report](#). New England ABA supervisors should report this information on the [COVID-19](#) and HR will get back to you as quickly as possible.
- The Company reserves the right to restrict an employee’s return to work if an employee has traveled to an area with known COVID-19 cases.

### **I have been in contact with someone who contracted COVID-19. What do I do?**

- Employees should notify Human Resources and self-quarantine for 14 days per CDC’s guidance.
- Employees who show symptoms should notify their primary care physician.



**If I have a question that is not answered in the FAQs or one of my team members has additional questions, who should I ask?**

If you are a STAR of CA employee, direct any questions to this link [COVID-19 Risk Event Report](#) or call **805-658-7827** and HR will get back to you as quickly as possible. If you are a New England ABA employee, direct any questions to this link [COVID-19](#) or call 866-926-4345 and HR will get back to you as quickly as possible.

If you are notified any employee has been placed on quarantine or has contracted the virus please contact HR immediately.

**COVID-19 INFORMATION**

**What is COVID-19?**

COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses.

**How can I prevent catching or spreading the virus?**

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use a sanitizer that contains at least 60% alcohol.
- Shield coughs and sneezes with a tissue, elbow, or shoulder (not the bare hands).
- Minimize handshakes in the workplace.
- Make sure that frequently touched employee and common work surfaces such as desktops, computers, countertops, switches, keyboards, remote controls and doorknobs are regularly cleaned. Increased cleaning of common areas using standard cleaning agents can also reduce the risk of the spread of respiratory disease.
- Make sure bathrooms have adequate soap and towels for employees to wash their hands.
- Make sure hand sanitizers and wipes are visibly distributed throughout the workplace.
- Increase cleaning of common areas.

**What are the symptoms and complications that COVID-19 might cause?**

Current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with fever, cough, and difficulty breathing.

**What should I do if I contract COVID-19?**

The CDC advises the following:

- Contact your HR Department
- Stay at home, except to get medical care
- Separate yourself from other people and animals in your home
- Call ahead before visiting our doctor



- Wear a facemask if you are sick
- Cover cough and sneezes
- Clean your hands often
- Avoid sharing household items
- Clean all “high touch” surfaces every day
- Monitor your symptoms

**Where can I learn more about COVID-19?**

Please visit the [CDC's website](#) for additional information.