

Keeping You *in the Know*

June 30, 2020

As the spread of COVID-19 continues to be prevalent, we at Loews Hotels & Co continue to closely monitor this constantly changing situation. Each of our team members are aware of the new and enhanced protocols and standards, as we continue to keep your safety and that of our guests' top of mind.

In an effort to be even more transparent, we wanted to take this opportunity to remind team members of self-care in and outside of work, tips to avoid the spread of the virus and also share some FAQs and definitions, defined by the CDC, which we believe will be beneficial to each of you during this time.

Be vigilant

Remember the new measures we have put in place at the hotels and practice those outside of work when with family and friends. First and foremost, team members should wear a mask/face covering in high traffic spaces and public areas. Additionally you should refrain from touching your face and continue to wash hands frequently while practicing physical distancing, whenever and wherever possible.

What steps can we take now to minimize risk of transmission?

- Familiarize yourself with COVID-19, its symptoms, and the potential health concerns and share with others in your household as well.
- Do not shake hands with or otherwise touch others.
- Practice physical distancing, stay at least six feet away from people.
- Wash your hands frequently with soap and water, for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer. Carry hand sanitizer with you.
- Wear a mask/face covering over your nose and mouth whenever around other people.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick or those who have been exposed to someone who is sick.
- As you begin your day, conduct a daily self-health check and encourage others in your household to do the same, stay home and report any symptoms to Human Resources if you can answer yes to any of the questions.
- Stay home whenever you are sick.
- Remain home for at least 72-hours and/or until you are symptom free
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash or cough and/or sneeze into your elbow.
- Clean and disinfect frequently touched objects and surfaces.

What are the symptoms of the current COVID-19 coronavirus?

COVID-19 symptoms may manifest as a mild to severe respiratory illness that can present with fever or chills, cough, and difficulty breathing or shortness of breath. Other potential symptoms include fatigue, nausea or vomiting, diarrhea, headache, new loss of taste or smell, sore throat, congestion or runny nose and muscle or body aches. The CDC believes, at this time, that symptoms may appear in as few as two days or as long as 14 days after exposure. Testing for COVID-19 and timing of results is dependent on location.

How is the current COVID-19 coronavirus transmitted?

The CDC reports that people can contract COVID-19 mainly from being in close proximity or contact with others who have the virus. This is known as "community spread." Some people without symptoms may be able to spread the virus. The disease is thought mainly to spread from person to person who are in close contact with one another (within six feet for more than five minutes) through small droplets from the

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nose or mouth, which are produced when a person with COVID-19 coughs, sneezes, or simply exhales. These droplets may infect another person when that person inhales the droplets. The more closely a person interacts with others and the longer the interaction the higher the risk of spread.

While not believed to be the primary means of transmission, these droplets may also land on objects and surfaces, and COVID-19 has been reported to survive in the air for at least three hours and on various surfaces for up to three days, and in some circumstances, potentially longer. Other people may catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose, or mouth. Team members should continue to exercise common sense hygiene practices by washing hands often with soap and water or using a hand sanitizer with at least 60% alcohol, practice physical distancing by maintain 6 feet of distance, routinely clean and disinfect frequently touched areas and wear face coverings whenever around others.

Can the virus spread from contact with infected surfaces or objects?

The CDC reports that although COVID-19 primarily spreads from person to person, and not from contact with infected surfaces, the virus is believed to be able to survive in the air for at least three hours and on various surfaces for up to three days, and in some circumstances, potentially longer. Other people may catch COVID-19 by touching contaminated objects or surfaces, then touching their eyes, nose, or mouth. However, the CDC does not believe that this is the main way that the virus spreads.

Define “Close Contact”?

The CDC defines close contact by: “a) being within approximately six feet (two meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on.)”

When asked to “Self-Monitor”, what does that mean?

According to the CDC, people should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough, or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

When it doubt you also can visit <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html> for specifics on risks and how to asses. For a full list of FAQs and additional details, please reach out to your local Human Resources team and they will be able to gladly share those with you. Most of all, remember to contact Human Resources if you test positive and/or believe you have been directly exposed to someone with COVID-19.

As we go into a holiday weekend, where larger gatherings may be taking places, we need to be aware that each of us play a vital role in stopping the spread of the virus. Whether we are at home, with friends and family or working, we all need to do our part and take the above into practice in our daily lives.