DATA FOUNDRY

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General Guidance

Data Foundry follows the United States Center for Disease Control (CDC) guidance for business and employers for coronavirus disease 2019 (COVID-19) for preparation and response. For employees, this guidance is:

- Report symptoms of COVID-19 immediately to the company
- When possible, do not come to or stay at work when exhibiting a fever or signs of a fever (100.4°F or greater)
- Cover your mouth and nose with a tissue when coughing or sneezing
- Clean hands with hand sanitizer or soap and water often

The symptoms of COVID-19 are like those of the flu, including fever, coughing, sneezing, and shortness of breath.

Data Foundry will make hand sanitizer available to staff and visitors at its offices and data centers in easily accessible locations. All Data Foundry restrooms have soap for cleaning hands.

Frequently Asked Questions

1. **What should non-critical employees do if they have symptoms of COVID-19?**

   Employees with these symptoms are asked to stay at home. Data Foundry provides work-from-home capabilities if an employee feels well enough to work, but still shows symptoms. Employees must not come to work if they have had a fever within the past 24 hours.

2. **What should critical employees do if they have symptoms of COVID-19?**

   A critical employee is someone whose presence is required at Data Foundry for the minimal operation of business. An employee's manager will make this determination. If possible, Data Foundry will find another employee to perform the work. If an employee exhibiting symptoms of COVID-19 must be present, the employee will wear an N95-rated respirator to prevent the transmission of the virus to others, follow CDC guidelines for hand and surface sanitation, and isolate themselves as much as possible from other employees and visitors.

3. **What should visitors to a Data Foundry facility expect during this COVID-19 situation?**

   Data Foundry data centers will be open and will be receiving clients under normal procedures. We ask that all clients follow CDC guidelines while visiting a Data Foundry facility. Data Foundry provides hand sanitizer at most hand scanner locations throughout the facility.

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