



COVID-19 Recommendations - March 12, 2020 Update

In the last 24 hours:

- The World Health Organization (WHO) has declared the novel coronavirus outbreak a pandemic. The WHO Director urged all countries to take action now to stop the disease.
- The State Department issued a global level 3 health advisory late yesterday, urging U.S. citizens to reconsider travel plans abroad.
- The President announced a ban on travel from most of Europe to the United States for 30 days.
- The NBA suspended its season after a player tested positive for coronavirus.
- The NCAA is barring fan attendance for its March Madness tournament as a precaution.
- Major events like the video game conference E3, the G7 conference, and most political rallies are canceled or switching to online video formats.

Meanwhile, yesterday **Governor Inslee has ordered a prohibition on all gatherings of more than 250 people** in King, Snohomish, and Pierce counties. This order is in effect through the end of March but may be (and is likely to be) extended. In addition, Seattle & King County Health Department has ordered **an additional prohibition of gatherings of fewer than 250 people unless event organizers take certain measures to minimize risk**. Learn more about those [rules here](#).

Shortly after that press conference, Seattle Public Schools announced that their schools will be closed for a minimum of two weeks. A number of other school

districts have announced closures including Bellevue, Everett, Lake Washington, and Shoreline. A full [list is here](#).

Therefore, we do recommend one key shift in our prior recommendations.

Rather than allowing employees to telecommute, **we recommend you urge your employees to work from home** and only come to the office or attend in-person meetings if essential to performing their job. Tools like Slack, Microsoft Teams, Google Hangouts, Zoom, and Skype are working well for many organizations who are keeping their office staff and product teams functional on a remote basis.

If and when your employees do work at the office or at a meeting site, please urge them to follow the prevention measures we have cited for a week:

- Wash your hands often with soap and water - especially before eating - for at least 20 seconds. It takes about 20 seconds to sing the alphabet song.
- Avoid touching your eyes, nose, and mouth.
- Avoid shaking hands.
- Keep social distance of at least 6 feet between you and others in any meeting.
- If you're feeling ill, especially if you have a cough, fever, or shortness of breath -- PLEASE STAY HOME.
- If you are over 60 and/or have an underlying health issue, you are more susceptible to complications from COVID-19. PLEASE STAY HOME.
- Clean shared touched surfaces and objects including keyboards, desktops, tablets, and doorknobs using a household cleaning spray or wipe. Hand sanitizer should be at least 60% alcohol to be effective against the virus.

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