

# Memo

**To:** All Employees that Travel  
**From:** Errin Sullivan Vice President, Human Resources  
**Date:** March 14, 2020  
**Re:** Travel

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Due to Embassy's commitment to all of our employee's health and safety in light of the COVID-19 outbreak, effective immediately, all nonessential business travel will be suspended until further notice. We will continue to monitor and provide guidance as more information on the extent and severity of the outbreak as it becomes available from our State, Federal, and CDC authorities.

## Travel Cancellation Procedures

If nonessential business travel has already been booked, please work with Concur to cancel properly to receive an airfare and hotel refund or credit if applicable. Set up phone or Zoom conferencing to replace the in-person meetings, if possible. Please make sure your manager knows the status of all meetings cancelled due to this temporary suspension.

## Essential Travel

Essential business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations. Your manager must approve all travel (including trips that were previously approved) until further notice.

## Authorized Travel for Key Employees

We have authorized travel for key employees to allow for the continuity of business as required. The following employees will be allowed to travel if a business need is required: Robert Efford, Jason Sorge, Francis LaMorte, Mike Hailie, Errin Sullivan, Michelle Carbon, Lisa Roberts, Kendra Ellis, Shelly Brubaker, Mimi Pepper Day, Brian Lockhart, Pamela Madden- Krall, Benny Castillo, Vicki Rozell, Jason Byrd, Jami Schneider-Brooks, Heather Diaz, Kim Aldrich, Cheryl Wolf, and Lara Proffit.

## Procedures upon Return from Travel

Employees who become ill during or upon returning from travel with virus-like symptoms will need to contact a health care provider as well as Errin Sullivan, HRVP for direction as soon as possible. Employees returning from travel who do not exhibit virus-like symptoms must still contact Errin Sullivan, HRVP upon return and may be directed to remain away from the workplace for fourteen days to determine whether or not they have been exposed.

Please contact your Supervisor or HR Partner with any questions or concerns.

Regards,

*Errin Sullivan*

Errin Sullivan  
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Vice President, Human Resources