

Travel Restrictions

April 6, 2020

The world health community continues to closely monitor the emergence of the coronavirus 2019 (COVID-19). Given the uncertainty surrounding the outbreak, we are taking proactive steps to address this health concern to protect our people. That is our top priority. Effectively immediately and until further notice, the following policies have been implemented consistent with recommended guidelines, including from the Centers for Disease Control and Prevention (CDC):

Non-Essential Business Travel Suspension

The Superior Group is temporarily suspending all non-essential travel for company business and attendance at mass gatherings such as conferences and trade events, regardless of location.

If non-essential business travel has already been booked, please work with manager to cancel properly to receive an airfare and hotel refund or credit if applicable. Set up phone or online conferencing with clients or other business units 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 business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations. A member of Senior Leadership must approve all business travel (including trips that were previously approved) until further notice.

Personal Travel

Employees are required to report their planned or recent travel anywhere outside of the State of Ohio to their supervisor and to hr@superiorgroup.net so that we can offer proper accommodations for work.

Upon evaluation of your travel, you may be required to observe a 14-day period of self-quarantine and monitoring. During this period, you will not be permitted to come to work or participate in any other business events.

Employees who need assistance with these restrictions can contact Human Resources at hr@superiorgroup.net. We will work with anyone impacted by the restrictions to identify any appropriate accommodations.

Continued Monitoring

As we continue to monitor the guidance from local, state, and federal public health officials, we ask that all employees follow the official recommendation of the Ohio Department of Health, the U.S. Department of State, and the CDC before, during and after their travels. The health and safety of you and the entire The Superior Group community is our top priority.

Understanding that we are all responsible in keeping the spread of COVID-19 infection low in our community, we rely on you for accurate self-reporting, self-care, and when necessary, self-quarantine.

*Travel information and guidance may be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>