



March 13, 2020

CH2003-09

From: Ty Blackford, President and CEO

To: CHPRC Employees (please cascade)

Subject: PREPARATIONS FOR CORONAVIRUS (COVID-19)

A TIS absence attendance code "COV" has been approved for use in the event there is a site closure or work delay directed by the Department of Energy in response to a COVID-19 issue.

The creation of this charge code is for planning purposes only; additional guidance for use will be provided if necessary.