



## MEMORANDUM

To: Santa Barbara Community  
From: Santa Barbara Foundation  
Date: March 6, 2020  
RE: COVID-19: Santa Barbara Foundation Business Continuity Plan Update

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The Santa Barbara Foundation (SBF) has been monitoring the Coronavirus (COVID-19) situation very closely. There has been a rise in cases outside of mainland China and the State of California declared a state of emergency on March 4, 2020 as a result of a resident's death due to the virus he contracted while on a cruise ship. With this series of events, our priority continues to be the health of our employees, our clients, and their families. We feel it's important to let the community know that we will continue our business operations without disruption to service.

Our Business Continuity Plan allows for SBF employees to connect to SBF's secure network remotely. In the unlikely event that team members are required to work remotely, they will be able to fulfill most of their responsibilities away from our physical offices. SBF's network and virtual desktop are secure services that ensure our services are available 24 hours a day. Our business will go unhindered if we must vacate our physical offices.

SBF has worked diligently to prevent the spread of illness in each of our physical office locations. Preventative measures include but are not limited to:

- We have internal communication and signage throughout our office reminding employees to wash their hands.
- Containers of antibacterial wipes and hand sanitizer are available throughout our office and will be replenished if empty.
- If a team member appears to be ill, they are required to go home immediately and may be allowed back to work only after having fully recovered.
- Our offices are handshake-free zones.

SBF's goal is to keep our employees, clients, and their families healthy and take precautions in preventing the spread of the virus. Please make sure to communicate any questions or concerns to our team members.