



## GUIDANCE DURING THE COVID-19 PANDEMIC

The Coronavirus - or COVID 19 - has upended our normal way of doing business, but VirtualEyes Media's top priority continues to be the same as yours - ensuring the safety and health of our employees, families and communities in which we live and work.

To help fight the spread of COVID-19, VirtualEyes will be taking all necessary precautions before scanning a customer site:

1. Ensure that we are not experiencing any flu-like symptoms, particularly fever, cough or shortness of breath.
  - If anyone is experiencing symptoms, have them call the doctor and stay at home.
  - If the job cannot be completed, we will reschedule the appointment for a future date that makes sense based on what's going on in your community.
  - Because the situation is dynamic, please follow the latest guidance from the World Health Organization (WHO) and the Centers for Disease Control (United States).
2. Review and follow the basic protective measures from WHO before going onsite.
  - Thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water before, during and after the appointment.
3. Refrain from handshakes or physical contact with anyone.
  - If possible, do not touch any of the furniture and refrain from onsite staging.
  - We recommend wearing gloves and following WHO's guidance on when and how to wear a mask.
4. We will closely monitor the news and comply with any federal or local guidelines and restrictions, including "shelter in place" orders.

For more information on how to deal with COVID-19 in your workplace, refer to [this article](#) from WHO.

We will adhere to these guidelines during this stressful time. As always, please contact us at [info@virtualeyesmedia.com](mailto:info@virtualeyesmedia.com) with any questions. Please note that Matterport Support continues to be fully operational.