

## Coronavirus (COVID-19) Guidance

### March 17, 2019

The safety of VSE employees remains a top priority in these challenging times. VSE continues to adapt and evolve its emergency management procedures to address the ongoing coronavirus outbreak. VSE is continuously tracking health conditions using the guidance of the World Health Organization and the U.S. Centers for Disease Control and Prevention.

Our goal is to create an environment that first supports the health and safety of our employees, and then supports our customers and business continuity. Our businesses and their operational demands vary widely across all five of the VSE businesses/subsidiaries. One size does not fit all - no single approach will be feasible for all businesses. Rather, we are regularly monitoring each business' specific needs and circumstances, and responding accordingly. We will support remote working opportunities where feasible, create social distancing environments in all sites, and continue to follow the guidance of Federal, State and Local health authorities.

The content in this memo supersedes the March 11, 2020 memo, and updates will continue to be provided as they occur. Please see your HR representative with any questions or concerns, or send to [questions@vsecorp.com](mailto:questions@vsecorp.com). Thank you.

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#### OFFICES AND FACILITIES

- As of today, all VSE offices and facilities (and employees located on customer locations) remain open for business.
- As we migrate a portion of our workforce to a remote working environment (where applicable), those employees will remain available during normal business hours by both phone, email and video conference.
- We will provide updates should any office status change.

#### PAID TIME OFF

- For full-time employees under our corporate leave policy:
  - a. Employees are permitted to take up to 80 hours negative PTO if they have exhausted their paid leave and floating holidays and cannot work due to illness, childcare concerns, or any other circumstances.
- Employees working at U.S. Government sites that are subject to attendance and leave policies under separate contracts will be evaluated on a case-by-case basis.
- Please know that we are continuing to assess this developing situation and will continue to provide updates and necessary policy changes to support our teams.

## TRAVEL

- No business travel (domestically or internationally) is permitted until further notice. All employees can opt-out of travel based on their personal risk decisions.
- There are very rare exceptions to this policy that are being made on a case-by-case basis and approved at the executive level.
- Employees who return from certain travel locations may be asked to self-quarantine for two weeks. These cases will be addressed on a case-by-case basis.
- If you choose to travel for personal reasons and exhibit any symptoms upon your return, please contact your supervisor and do not come to work. Please think of the safety of your fellow employees.

## WORKPLACE SAFETY

- We are increasing and enhancing cleaning of high-touch areas such as restrooms, light switches, door handles, railings and elevators.
- Frequent, enhanced cleaning services – daily, consistent disinfecting and cleaning of frequently used surfaces will be implemented at each site.
- We are minimizing the number and frequency of face-to-face meetings and supporting remote options for meetings.
- We are strongly encouraging virtual meetings whenever possible, including candidate interviews.
- Employees have the option of participating in any meeting by phone based on their personal choice (even while in the office).

## SITE VISITORS

- To the maximum extent reasonable, visitors are not permitted to any VSE facility.
- Policy exceptions: regulatory inspections (FAA), building inspections, maintenance, service and repair as required.
- Truck Drivers/Deliveries – to remain in designated areas. No walking around in facilities.
- Candidate Interviews – postpone or rely on web conferencing or phone.
- New Hires - There may be some new hires onboarded during this time for critical program support. In general, new hires should be delayed where feasible and/or not critically necessary.

## SOCIAL DISTANCING

- **Our goal is to keep each employee 6-8+ feet apart where feasible.**
- If there are unoccupied spaces within a site, we will use these spaces to create distances between employees.
- Please seek other opportunities for physical distancing, e.g. turning of desks away from one another.
- In conference rooms, remove some of the chairs to keep people further apart and create a visual reminder to practice distancing.
- No in-person meetings larger than 6 people.
- Keep internal doors (those that are unsecured) propped open to minimize frequent

touching during the workday.

- Kitchens/Break Rooms:
  - Use of sinks, machines, microwaves, refrigerators is ok ....
  - But NOT a place to socialize and eat together as we practice social distancing. In general, minimize co-mingling.

### **WORK SHIFTS FOR NON-REMOTE WORKERS**

- Our goal is to continue business operations to support our employees and customers.
- To create additional social distancing and protect our employees, many locations are implementing extended work or adjusted work shifts.
- We ask for your flexibility and support during this time.
- Your local leadership will communicate any shift changes this week.

### **HEALTH & WELLBEING**

- To help prevent the risk of spreading illness to others, anyone with the virus, flu or acute respiratory symptoms should stay home.
- We additionally request employees to disclose their HR representative if they live with someone with the virus or have been in a situation that puts them at high risk of contact.
  - We request that employees disclose to their HR representative when/if they have been in a Level 3 country or on cruise ship in the past 14 days (if you have not been tested for COVID-19 with a negative test result).
  - Please be mindful not to ask other employees about personal medical conditions, or to share other individual's issues or medical conditions. HIPAA (*Health Insurance Portability and Accountability Act of 1996*) laws are intended to protect the privacy of employees' health information, including any medical diagnosis or treatment.
    - However, consistent with CDC guidance, if an employee is exhibiting flu like or acute respiratory symptoms, it is appropriate for a manager to ask the employee to stay at home until symptoms subside for at least 24 hours.
    - Employees should not disclose the name of any infected employee(s) to their co-workers or any information regarding their medical condition
  - If an employee tests positive for coronavirus, we will respond quickly in coordination with public health departments. VSE will take a number of steps in this scenario, including determining if any employees have potentially been exposed and temporarily removing them from the workplace as a precaution.

### **REMOTE WORK/TELECOMMUTING**

- We are focused on supporting a significant number of remote workers wherever feasible.
- In order to keep employees safe and to support the broader public health effort, VSE leadership is determining which employees can effectively do their jobs from home via telecommuting.
- **These teams will be communicated with directly this week.**
- Remote working will begin this week and end on Friday, April 3. We will update you of any extensions by April 1.

- If your leader has determined that you will be telecommuting, please refer to these guidelines and tips.
  - Telecommuting requires new and different ways of working. When colleagues are geographically separate, communication and collaboration are more important than ever. A few considerations are:
    - Set up a dedicated space that is safe and comfortable, where you can work effectively, with the equipment and internet connection you need.
    - Be prepared for virtual meetings. Consider visual and sound distractions in your environment and connect to your meetings a little earlier.
    - Stay connected and communicate with your teammates. If you have a webcam, turn on your video. In addition to regular meetings, schedule time to just catch up and check in.
    - Work/home life balance is important, especially during stressful times. Talk to your manager to set expectations for when you are online and available. Make time to step away, stretch, eat and take a break. Update your status in Skype or Teams to let people know you're away, will be right back or would like not to be disturbed while you focus.
  - Employees working remotely will be using our Virtual Private Network (VPN) and/or systems requiring Two-Factor Authentication; ensuring that private, sensitive, and protected information remains so.
  - With so many people on VPN, logging in may take longer than expected.
  - Be careful of phishing and other scams, particularly during times such as these where companies are more vulnerable, and fraudulent activity tends to increase

## COMMUNICATION

- We will continue to communicate regularly and share updates as they are known
- Real time information is always available through the CDC and WHO here:
  - <https://www.cdc.gov/coronavirus/2019-nCoV/summary.html>
  - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

The business group leaders will be in touch with their respective teams to provide more detail and specific options and accommodations this week.

Thank you for your dedication during this challenging time.  
Take care of yourself and one another. Stay well.

- The VSE Executive Team