

We have all heard about the Coronavirus and its spread across the globe, including to some communities where we live and work. Please carefully read the following Executive Order to ensure we all take appropriate measures to protect each other and our families.

1.0 PURPOSE:

To establish business and operating guidelines aimed at health and safety across our company. Our safety focus needs to immediately focus on and include preventative measures due to the national coronavirus threat. Each of us share a responsibility in keeping our company environment safe and healthy. It is requested that all employees take this matter seriously and implement appropriate preventative measures. An informative document is attached to provide some background and recommendations from the Center of Disease Control (CDC). Our company values and discipline intensity are of paramount importance to keep each other safe and healthy. I encourage each of us to do the right thing to protect our Vigor and MHI family members.

2.0 SCOPE:

All facilities and all employees are requested to take precautionary measures and assist with heightening the awareness across our companies. This national threat and situation demands preventative practices, company and employee participation.

2.0 Guidelines and Recommended Practices

- A. Travel (Updated 3/17/2020)
Earlier in March, all nonessential travel was curtailed. That direction is now strengthened to prohibit all work-related travel unless approved by the CEO. Should employees be asked by customers to travel, please seek guidance first from the top executive within your department. If the executive agrees the request warrants consideration, the exec will forward the request for CEO approval. No work-related travel by Vigor employees is authorized absent CEO approval until further notice.
- B. Meetings (Added 3/17/2020)
Stop all nonessential in-person meetings. If essential limit to 10 people or less and keep 6 feet of distance between people.
- C. Physical Distancing (Added 3/17/2020)
Throughout all facilities practice Physical Distancing as much as possible – 6 feet from others.
- D. Non-Mandatory Training (Added 3/17/2020)
Curtail all non-mandatory training until further notice.

E. Follow Updated Guidance to Stay Home (Added 3/17/2020)

Vigor is following federal and local guidance regarding employees staying home. As of 3/17, that guidance is:

- **If an employee is confirmed to have COVID-19 infection**, employers should immediately work with the employee to identify and notify those who may have been exposed to the virus based on close prolonged contact with the diagnosed individual, while maintaining confidentiality as required by the Americans with Disabilities Act (ADA)
- **If an employee has been diagnosed with COVID-19**, the employee should immediately enter home isolation and remain under home isolation precautions for 7 days or until 72 hours after fever is gone and symptoms resolve, whichever is longer.
- **If another employee has had close contact with the sick employee and has common symptoms of COVID-19** including fever, cough, or shortness of breath, that employee should begin home isolation immediately, and should remain under home isolation precautions for 7 days or until 72 hours after fever is gone and symptoms resolve, whichever is longer.
- **If an employee has had close contact with the sick employee with COVID-19 but does not have symptoms**, that employee should begin home self-quarantine immediately, and remain under home quarantine for 14 days following last contact with the ill person. That employee should also monitor their health for fever, cough, or shortness of breath for 14 days following last contact with the ill person.
- **If an employee is sick with fever or respiratory symptoms but has had no known exposures to someone with COVID-19**, that employee should stay home and away from others until 72 hours after the fever is gone and symptoms get better. They should talk with their doctor about whether testing is needed based on their symptoms. Employees should notify their supervisor and stay home if they are sick.
- **If an employee has a family member in their household who has been diagnosed with COVID-19**, the employee should stay home. Public health advises that then all household members should self-quarantine.

F. Hygiene and Employee Obligations

The company has increased the cleaning frequency of common areas such as break rooms and bathrooms. Hand sanitizing stations have been ordered and are being expedited. Due to the national level of concern, there are shortages and we have not yet secured a hard delivery commitment. Each of us should immediately start increasing the frequency of preventative practices. Employees are encouraged to:

- Start more frequent and rigorous hand washing
- Avoid touching our eyes, nose, mouth and ears
- Wash hands prior to eating
- Wash hands prior to and after bathroom activities
- Use good judgement with regard to incoming visitors. We should work toward preventing, delaying or cancelling visits

G. Work from Home (added 3/10/20)

Vigor managers are encouraged to develop plans that permit employees in administrative roles to work from home where appropriate. The intent is to focus on increasing social distance (prevent virus transmission). This may include establishing a rotational office work schedule.

If the nature of an employee's work is conducive to remote execution, a plan should be developed to ensure there is not an operating impact. If it is necessary for employees to work onsite, they may become subject to company onsite screening protocol (see below).

H. Temperature Practices (self-screening and company screening)

Employees and visitors are encouraged and requested to take their own temperature prior to leaving their home for work each day. It is further requested that those who have a temperature greater than 100.4 degrees remain at home and consult a medical professional before returning to work. Staying away from work when we are sick is a very significant piece of controlling the spread of the virus.

Additionally, the company has been searching for thermal scanning equipment and is exploring instituting some type of temperature screening protocol. Our goal, provided we can procure enough scanning equipment, will be to measure employee temperatures at the entrance of the facility on a daily basis. We'll share more about this process when a decision is made.

This is a time to demonstrate personal responsibility. We have an obligation to each other, our families and our communities. Coming to work with a fever or a cough may put your co-workers at risk.

If you are experiencing symptoms of CV-19, **DO NOT** go to our onsite medical facilities in the Portland or Seattle yards. The medical clinics are not equipped to safely diagnose or treat those experiencing these symptoms. We need to not physically report to or introduce this illness to our medical staff. Exposing our medical staff could compromise the ability for Vigor to support medical emergencies and day-to-day operations. Instead, employees and visitors experiencing these symptoms should notify their supervisor immediately and return home or consult with an offsite medical provider for further evaluation.

I. Benefit Resources

Attached you will find a frequently asked questions document. It provides important information regarding employee benefits that you may need to access if you or your family members require support. This includes information regarding use of employee paid time off benefits for both short and longer term absences, how to reach your medical plan providers and a reminder that our Employee Assistance program is available if you or your family members need support. We encourage all employees to establish communication with their regular medical providers should a consult be needed.

State governments are currently publishing or considering providing additional resources to impacted hourly workers. Vigor will follow these developments and share notable information as it becomes available.

J. Vendors, Suppliers, Customers and Other Visitors

Curtail onsite nonessential visits to Vigor facilities by vendors, suppliers, customers and other visitors. The use of WebEx or Skype is encouraged in lieu of such visits. It is requested that we use good judgement and only provide for such visits on site if the nature of the work can only be accomplished by the visitor coming on site. In cases where outside parties must come on site, it is requested the Vigor personnel hosting the visit provide such parties with the CDC guidance distributed to employees and notify visitors of Vigor's request they comply with such guidance.

Additional updates to this Executive Order will be made as circumstances develop. Purpose is protection of Vigor employees and to minimize spread of the Coronavirus within families and communities.

Adherence is of utmost importance.

Thanks in advance for your support.

Marco