

From: Vigor Communications
Sent: Tuesday, March 17, 2020 9:37 AM
Subject: Updated Executive Order #3 Coronavirus - please read

The following updates to CEO Jim Marcotuli's Executive Order are effective immediately. These additions to the existing text will be integrated into the overall document text and distributed companywide in the coming hours.

Travel: 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.

Meetings: Curtail all in-person meetings of more than 10 people. When in meetings, keep 6 feet of distance between people.

Physical Distancing: Throughout all facilities practice Physical Distancing as much as possible – 6 feet from others.

Non-Mandatory Training: Curtail all non-mandatory training until further notice.

Follow Updated Guidance to Stay Home: 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.

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.**