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	Production Procedures Safety	Effective Date: March 2020
	VI -XX	Reviewed by: Dave Whitcomb
	Title: Outbreak Management Plan	Approved by: Gina Facca

Purpose

This policy is to provide direction to company employees on maintaining business focus while controlling the potential of the outbreak to move through the Vigor business units. This is a part of a business continuity plan which will allow Vigor to continue to provide services to our customers while providing protection to our employees and their families.

Discussion

The United States and many other countries worldwide are taking measures to address Coronavirus Disease 2019 (COVID-19) to prevent its spread and treat those impacted. In addition, the World Health Organization (WHO) and the Centers for Disease Control (CDC) are issuing frequent advisories and guidance on the outbreak. As more is learned about this disease, we know that there is the potential for it to spread from person to person contact as well as by contact with surfaces that people who have the COVID-19 infection have touched. COVID-19 can cause illness ranging from mild to severe and could, in some cases, be fatal. Symptoms typically include fever, cough and shortness of breath. Some people who are referred to as asymptomatic will have no symptoms at all but will still be contagious. Symptoms can appear in as little as 2 days to as many as 14 days after exposure.

Vigor has developed an Executive Order to address how we are going to limit the impact of COVID-19 on our business and our teams.

Vigor has developed processes and guidelines to provide a healthy work environment for everyone who comes to our facilities. We are following the recommendations from the Center for Disease Control (CDC) and the State Health authorities to track what to do and how to take care of everyone; our employees, our customers and the visitors to our facilities. We are monitoring the WHO, CDC and State Health Departments daily to ensure that we have the latest information and are taking the appropriate actions to protect our employees, families and customers as well as working to limit the spread of the virus in our communities.

Preventative Measures

All Vigor facilities are taking proactive measures against the spread of COVID-19 to ensure employee safety:

- Limited access to Vigor facilities to people who work or are customers/vendors
- Increased information about proper hygiene throughout the organization
- Recommended that employees self-monitor and to stay at home if sick or show any symptoms related to infection description.

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- Cover coughs, sneezes and use of tissues with proper disposal of same.
- Posters/fliers on proper hand washing, cough and sneeze protection.
- Tool Box topic about the COVID-19 has been written and shared throughout the company
- Increased cleaning services of common surfaces; door handles, shared spaces, light switches, hand rails, etc. has been implemented.
- Limited travel to the local geographic area of each facility.
- Request notification for any travel to/from high risk regions/locations
- Purchased sanitation stations to install at all facilities to provide access to alcohol based sanitizer.

Because a COVID-19 outbreak could have a significant impact on the business by increasing the number of people who are absent because they are sick or are caring for family members who are sick or are caring for children due to school closures. There are potentials for an outbreak to have a negative impact on the availability of people and/or goods needed to complete projects. While no Vigor team member has been diagnosed with COVID-19 we want to be prepared.

Because this is a new virus, the potential for spreading can be controlled by engaging in the good hygiene practices such as:

- Frequent and thorough hand washing using soap and running water. If soap and water are not available, hand sanitizers containing 60% alcohol are a good second choice.
- Cover your cough and/or sneezes with a tissue or your elbow to control any mist. Remember to wash your hands after coughing or sneezing using soap and water.
- Employees should stay at home if sick. Look for the symptoms of a fever, dry cough, and/or shortness of breath. If you experience these symptoms, please stay home and call your personal doctor prior to going to their office.
- Limit gatherings of people so that distance can be kept between people to limit potential contamination.
- Use antibacterial wipes (like *Clorox* wipes) or soap and water to wipe down tools you are going to use or work with and eating surfaces as appropriate.
- Provide customers and the public with tissues and trash receptacles to control used tissues and encourage proper disposal.

Business and Operational Changes

Vigor is prepared to implement temperature screening at access points if necessary. Following the protocol established by the CDC and WHO, temperatures of employees entering the facility could be monitored to identify persons who are potentially symptomatic. Vigor's facilities and

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employees fall in the Medium to Lower Exposure Risk category due to limited potential exposures.

Vigor has or will implement these changes in the event of a recognized outbreak.

- Evaluate HR policies and applicability of leave and absenteeism policies
- Evaluate/implement flexible work sites/hours
- Evaluate/implement where possible flexible work hours
- Define and implement site screening for symptoms at facility entrance (CV-19 fever)
- Limit access to facilities for non-essential personnel, communicate with customers and vendors for limited access
- Implement virtual meetings and use of Skype/Webex/Facetime and other methods for social distancing
- Evaluate/implement where possible adjusted shifts to increase social distancing of high concentration areas/location/shops etc.
- Maintain contact with local health authorities for guidance
- Install additional portable handwashing stations to maximize handwashing opportunities (include sanitation in additional cleaning)
- Curtailment of non-essential business travel- approved by CEO
- Advisement of any personal travel to identified high risk area defined by CDC or local health authorities
- Develop guidelines/training separately for specific actions to be taken in the event of contact with a suspected case
- Evaluate/implement staggered lunches with increase sanitizing to increase social distancing
- Establish a defined response team.

Suspected and/or Verified Exposure

Vigor expects that any employee who exhibits any of the COVID-19 symptoms will self-report to their manager. If the employee is at home, they will remain there and notify their personal health care provider. If they are at work, they will notify their supervisor and the following actions will be taken:

- Individual will be evacuated from the work area and isolated, including provided an N95 face mask and hand sanitizing wipes to limit potential spread of contagion.
- Safety and Project Management will be informed of the event so that guidance from medical/health professionals can be obtained concerning removal from work site.
- Fellow workers will be identified and potential exposure documented

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- Work area will be isolated
- Work area will be cleaned with appropriate cleaning agents using suitable cleaning protocols.
- Coordination with the local health authorities for confirmation and notification of applicable potential contact personnel.
- Without local health authority guidance, establish best practice to notify personnel of a suspected contact and request heightened level of monitoring of their health (evaluate recommendation of isolation)
- Provide applicable information to vendors and customers who may be impacted

In the case of a verified case/outbreak, Vigor will undertake the following steps:

- Response team to identify and implement work areas or sites where work to be suspended
- Communicate with local, state, federal response teams
- Communicate with media
- Implement critical site support function support
- Based on information, define sanitation or actions to re-establish operations.