

The State of Virginia has announced a mandatory workplace rules prohibiting workers or other individuals suspected of having coronavirus from coming to the workplace; require employers to comply with certain types of protocols when allowing recovered workers to return to the workplace; and mandate the use of personal protective equipment (“PPE”), disinfection and sanitation, social distancing, and infectious disease response plans under certain circumstances.

### Hand Sanitizer Protocol

The Centers for Disease Control strongly recommend cleaning hands at key times with soap and water or using hand sanitizer as the most important steps people can take to avoid getting sick and spreading germs to those around them.

### Implement Physical (Social) Distancing Actions

#### DO

- Place hand sanitizer stations in high traffic areas
- Place hand sanitizer stations in prominent areas that are in clear view
- Use signage to identify the hand sanitizer station
- Use CDC signage recommending preferences for handwashing and hand sanitizing

#### DO NOT

- Place hand sanitizer stations in restrooms and/or areas where soap and water are available
- Place hand sanitizer stations where sinks are available to wash hands with soap and water

Each workstations will be evaluated and we will identify areas where less than six feet of separation exists.

Efforts will be made to modify workstations where less than six feet of separation between between service provider exists.

- Rebalance work content where possible to create six feet of separation

### Preventative Material Inventory

The Company will ensure the facility has an adequate supply of:

- Soap, disinfectant, hand sanitizer, paper towels and tissues
- Confirm stock of face masks, gloves, and safety shields where necessary, are on site and on-order with proper lead time

### DISINFECTANT SUPPLIES:

- We will ensure there is an adequate supply of soap, disinfection spray, hand sanitizer, paper towels, and tissue
- Detergents and surface cleaners

### **Personal Protective Equipment (PPE)**

Face masks will be available on site, however service providers should bring their own supply. Make sure that your mask fits and be sure to wear your mask properly; it should completely cover both the nose and mouth, fit snugly but comfortably against the sides of your face, and allow you to breathe without restriction.

Per the CDC, a reusable cloth mask should be washed after each wearing, whether that's per client or per day. Have several cloth masks available for use throughout the day for yourself and clients.

Once your face covering or face mask is on, don't touch it. According to the CDC, if you must touch or adjust your cloth face covering, you should perform hand hygiene immediately before and after.

When you take off your mask, fold it in half to contain the inner secretions and deposit it into the lidded laundry bin, if you aren't able to wash it immediately. These can be washed and dried with other laundry.

### **Self-Screening and Self-Certify Survey Protocol**

The home self-screening and self-certify protocol is in place to try and prevent sick or symptomatic individuals from leaving their homes to decrease the likelihood of spreading infection.

#### **Service Provider**

Daily, prior to reporting to work, all service providers will be required to complete an at home self-screening to self-certify their ability to report to work. This process should take less than 3 minutes.

Service providers will be asked to self-certify their health daily by responding "Yes" or "No" to the following questions:

1. In the last 14 days, have you received a confirmed diagnosis for coronavirus (COVID-19) by a coronavirus (COVID-19) test or from a diagnosis by a health care professional or are you waiting for a pending COVID-19 test result?
2. In the last 14 days, have you:
  - a. Traveled internationally?
  - b. Traveled across U.S. state lines (except commuting between work and home)?
3. In the last 14 days, have you had close contact with or cared for someone diagnosed with COVID-19 or are you participating in a COVID-19 clinical study that includes being exposed to the virus?
4. In the last 14 days, have you experienced any cold or flu-like symptoms (to include fever, cough, shortness of breath or difficulty breathing, sore throat, pressure in the chest, extreme fatigue, earache, persistent headache, diarrhea, vomiting, muscle pain, chills, repeated shaking with chills, and persistent loss of smell or taste)?

### VISITORS

In order to better promote the health and well-being of our service providers and to facilitate possible contact tracing opportunities, patients, and other visitors will also be subject to self-screening and self-certification before they will be granted access to the Company site.

### SURVEY RESULTS

#### “No” to all Questions

A service provider, visitor or vendor responding “no” to all questions should be granted access to the workplace and proceed with their normal workday.

#### “Yes” to One or More Questions

Service providers should **NOT** report to work and should contact the Operations manager immediately for additional guidance.

Visitors will be denied access to the facility and the Operations Manager should be notified.

#### **If a service provider does not recognize COVID-19 symptoms when completing their Self-Certification Survey and:**

- If the service provider is deemed symptomatic upon reporting to work, reference the **Showing COVID-19 Symptoms at Work Protocol** below.
- If the service provider is deemed symptomatic during their shift or after the service provider has spent any time in the facility reference the **Showing COVID-19 Symptoms at Work Protocol** below.

### **Personal Protective Equipment**

The best medical evidence at this time confirms that wearing masks is the best way to reduce the spread of COVID-19. Service providers will be required to wear face masks while at work at this time. The Company will make masks available to all service providers at our facility.

### **Service Provider Office Cleaning Guidelines**

It is the responsibility of our service providers to adhere to the following guidelines:

#### **Workstation and Office Cleaning**

Disinfecting solution and/or wipes will be provided so that you may wipe your workstation down each evening before you leave the facility.

#### **Breaks and Meals**

In areas where microwaves, refrigerators, and other appliances are available for use, service providers are required to wipe down appliances and clean any such items before and after each use.

### **General Hygiene Guidelines**

#### **Wash your Hands Often**

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Avoid Close Contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
  - Remember that some people without symptoms may be able to spread a virus.
  - Stay at least 6 feet (about 2 arms' length) from other people.
  - Do not gather in groups.
  - Stay out of crowded places and avoid mass gatherings.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

### Cover Coughs and Sneezes

- **If you are in a private setting and are not wearing a mask, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### Physical (Social) Distancing Guidelines

The Centers for Disease Control has provided guidance on some of the best practices people can follow to prevent the spread of COVID-19. Two of the best practices recommended by the CDC include frequent handwashing and practicing physical distancing.

Service providers are encouraged to practice physical distancing and perform frequent handwashing with soap and water.

### What is physical (social) distancing?

Physical distancing is the practice of keeping space between yourself and other people outside of your home. To practice physical distancing:

- Stay at least six feet from other people (about 2 arms' length)
- Avoid contact with others, such as handshakes or embracing friends, co-workers, visitors
- Avoid touching surfaces that have been touched by others, to the extent that is feasible
- Do not gather in groups; stay away from crowded places and avoid mass gatherings

### **Symptoms of COVID-19 Include (But are not limited to):**

- Cold or flu-like symptoms (fever, cough, difficulty breathing, sore throat, pressure in the chest, extreme fatigue, earache, persistent headache, diarrhea and persistent loss of smell or taste)
- IF A SERVICE PROVIDER STARTS TO SHOW SYMPTOMS OF COVID-19, MAINTAIN PHYSICAL DISTANCING (IF POSSIBLE) OF SIX FEET FROM THE INDIVIDUAL AND ASK THEM TO MOVE AWAY FROM OTHER SERVICE PROVIDERS.

Escort the individual to an empty room or other secluded area and notify the Operations Manager:

- If the service provider is in acute respiratory distress, call local emergency medical services
- If the service provider is not in acute respiratory distress, they are advised to go home, and to contact their personal healthcare provider for further direction / advice

### **Confirmed COVID-19 Case Cleaning Protocol**

If a service provider who was present in our facility and reports that they are a confirmed COVID-19 case, there are specified cleaning protocols that must be implemented to clean and disinfect any affected areas the service provider may have come in contact with.

When a confirmed COVID-19 case is reported, the Operations Manager will meet with the service provider to assess the situation and understand close contacts and social paths of the service provider.

### **CLEANING PROTOCOL IS GOVERNED BY THE TIME SINCE THE SERVICE PROVIDER WAS LAST IN THE WORKPLACE**

#### **One Day (up to 24 hours) from service provider last at work to case confirmation**

- Work area, equipment, and team area cleaning along with the service provider social path – deep or enhanced cleaning

#### **Two to three days (24 to 72 hours) from the service provider last at work to case confirmation**

- Work area, equipment, and team area along with the service provider social path – enhanced cleaning

#### **More than three days from service provider last at work to case confirmation**

- Maintain standard workstation and facility cleaning plans

### **COVID-19 Self-Certification Policy and Procedure**

#### **Policy statement**

Daily monitoring of one's health and well-being prior to coming to work can aid in early detection of infectious disease and is an effective measure to prevent community spread of COVID-19. All service providers and visitors will be required to complete a self-screening to self-certify their ability to report to work or visit the site.

### **Purpose**

To outline the COVID-19 Self Certification process that has been established to prevent the spread of COVID-19 to our service providers and community.

### **Scope**

Applies to everyone who enters the Company's facility, including service providers.

### **Service Provider Home Self-Screening and Self-Certify Process**

Prior to coming to work, all service providers will be required **Self-Certify** to acknowledging that (a) they have read the policy, (b) they will comply with the new safety protocols, (c) they are not presently experiencing any symptoms, and (d) they deem that it is safe for them to return to work.

Daily, all service providers will be required to self-certify their health at home by reviewing and responding to the questions below, prior to reporting to work.

If a service provider answers "**No**" to all self-screening questions, they should report to work as usual.

If a service provider answers "**Yes**," to one or more of the self-screening questions they should not report to work and should contact the Operations Manager immediately.

Consequences for non-compliance:

- Service providers who do not follow this process will be subject to disciplinary action up to and including termination.

### **Self-Isolation & Testing**

Service providers should contact their healthcare provider if they have symptoms to get tested. Seek emergency medical care if you are having trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face.

Testing may be available at an urgent care center, pharmacy, or other healthcare clinic. Contact your healthcare provider if you have symptoms or have been exposed to COVID-19 and want to be tested. As of March 18, many insurance plans cover the cost of testing. For further information on the cost contact [company person to contact] or the company's insurance company.

According to the CDC, self-isolation is appropriate when someone has been diagnosed with COVID-19, is waiting for diagnostic test results or has symptoms.

A person in self-isolation should do the following:

- Stay in a specific "sick room" or area and away from other people or pets; if possible, use a separate bathroom
- Stay home except to get medical care
- Monitor symptoms and stay in contact with their healthcare provider
- Follow care instructions from their healthcare provider and local or state health department

### **Discontinuing Self-Isolation**

According to the CDC, there are two ways to discontinue self-isolation: getting tested or based on symptoms. These methods are for people with COVID-19 who have symptoms and were directed to care

for themselves at home. The test-based approach is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.

Conditions indicating recovery with the test-based approach:

- No longer have a fever (without the use of medicine that reduces fever) **AND**
- Other symptoms have improved **AND**
- Two negative test results in a row, 24 hours apart

Conditions indicating recovery with the symptom-based approach:

- No fever for at least 3 days (72 hours) – without the use of medicine that reduces fever **AND**
- Other symptoms have improved **AND**
- At least 10 days have passed since symptoms first appeared

After a service provider meets the criteria to discontinue home isolation, they should contact the Operations Manager to discuss returning to work.

### **Types of Tests for COVID-19**

There are two types of tests called viral tests and antibody tests.

A viral test tells you if you have a current infection by looking for parts of the virus itself. This is done by taking saliva or swab samples from the back of the nose, mouth, or throat. There are two types of viral tests. The first one is called molecular tests that look for specific protein on the surface of the virus. Another type is called antigen test which can be easy to run and affordable but are not always as accurate as the molecular tests.

An Antibody test tells you if you had a past infection by looking for antibodies in the blood. It usually takes 1-3 weeks for the body to make antibodies in response to an infection.

We do not know how much protection the antibodies might provide or how long this protection might last. Antibody tests have limited ability to diagnose COVID-19 and should not be used alone to diagnose it. These results will not be used to make decisions about staffing or the ability of a service provider to return to work, the need for available PPE, or the need to discontinue preventative measures, such as social distancing.