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	Production Procedures Safety	Effective Date: March 31, 2020
	VI - 450	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 an 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.

These requirements apply to all personnel entering Vigor Controlled Facilities or Locations

Discussion

The United States and many other countries worldwide continue to take 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 and Prevention (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 by contact of aerosolized droplets 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. Other symptoms may include nausea or vomiting, fatigue, chills, muscle pain, diarrhea, difficulty breathing, congestion or runny nose, headache, sore throat and new loss of taste or smell. 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.

**** Fever of 100.0 or higher is current recommendation, however, if you have an elevated temperature, you should contact your health care provider for guidance. ****

Vigor has developed Executive Orders 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.

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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
- Expectation is that employees self-monitor and to stay at home if sick or show any symptoms related to COVID infection.
- Implementation of temperature and wellness screening at all entrances for all persons.
- Cover coughs, sneezes and use of tissues with proper disposal of same.
- Posters/fliers on proper hand washing, cough and sneeze protection.
- Tool Box topics about COVID-19, Social Distancing and face coverings have 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, Vigor is taking steps to reduce possible impacts. There are potentials for an outbreak to have a negative impact on the availability of people and/or goods needed to complete projects. When Vigor team members are diagnosed with COVID-19, our responses to confirmed cases are handled by the HR Leaves team.

As with all viruses, the potential for spreading can be reduced by engaging in the good hygiene practices such as:

- Wearing cloth face coverings or masks.
- Frequent and thorough hand washing using soap and running water. If soap and water are not available, hand sanitizers containing 60% (or higher) 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.

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- Employees must stay at home if sick. Look for the symptoms of a fever, dry cough, and/or shortness of breath or other flu-like symptoms. 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 them to limit potential contamination.
- Use antibacterial cleaners 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 has implemented wellness and temperature screening at access points. Following the protocol established by the CDC and WHO, temperatures of employees entering the facility will be monitored to identify persons who are potentially symptomatic. Vigor's facilities and 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
- Provide cloth face coverings and ensure that they are worn when at Vigor facilities
- 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

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- Evaluate/implement staggered lunches with increase sanitizing to increase social distancing
- Establish a defined response team.

Applies to all personnel – employees, customers, vendors, regulatory agencies, etc.

Notify applicable Vigor contact, manager, call in line, etc. for situations below.

Suspected Case and/or “Close Contact” Exposure

Vigor expects that any employee who exhibits any of the COVID-19 symptoms or has been notified they are a “close contact” of a diagnosed COVID-19 individual will self-report to their manager. If the employee is at home, they will remain there and notify their personal health care provider and obtain professional direction. If they are at work, they will notify their supervisor and the following actions will be taken:

- Individual will be removed from the work area and isolated if symptomatic which may include providing an N95 face mask and hand sanitizing wipes to limit potential spread of contagion.
- Safety and Human Resources will be informed of potential exposure. Based on individual circumstances, a “close contacts” list will be determined and documented.
- Work area may be isolated based on specific information.
- Work area will be cleaned and disinfected with appropriate cleaning agents using suitable cleaning protocols.
- Report as required to local public health authorities.
- Without local public 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). Use state and local health authority guidance for management of close contacts that is available on the websites:

Ketchikan AK - <https://www.kgbak.us/913/COVID-19-Response>

Honolulu HI - <https://www.honolulu.gov/mayor/proclamations-orders-and-rules.html>

Clackamas OR - <https://www.clackamas.us/coronavirus>,

Multnomah OR - <https://multco.us/novel-coronavirus-covid-19>,

Clallam WA - <http://www.clallam.net/Coronavirus/>,

Clark WA - <https://www.clark.wa.gov/public-health/novel-coronavirus>,

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King WA - <https://www.kingcounty.gov/depts/health/covid-19.aspx>.

- Notify “close contact” individuals as defined by local health authority guidelines and follow the current guidelines above.

Applies to all personnel – employees, customers, vendors, regulatory agencies, etc.

Notify applicable Vigor contact, manager, call in line, etc. for situations below.

In the case of a diagnosed case, Vigor will undertake the following steps:

- Response team will convene and collect as much information as possible about the diagnosed individual (employee or third party) and last date at the site if applicable.
- Assist/facilitate diagnosed individual to notify “close contact” individuals (last known “close contact” date).
- Document list of known “close contact” individuals and follow up with guideline information and direction.
- Restrict entry of known “close contact” individuals to Vigor facilities.
- Maintain communications with Vigor employees identified as “close contact”.
- Request that non-Vigor personnel contact Vigor if “close contact” individuals become symptomatic.
- Communicate with local, state, federal response teams – no communication supported at this time.
- Communicate with media – prepared to address if required.
- Implement critical site support function support if applicable.
- Based on information, define sanitation or actions to re-establish operations.

“Close contact”- see current local health department guidelines for the definition.