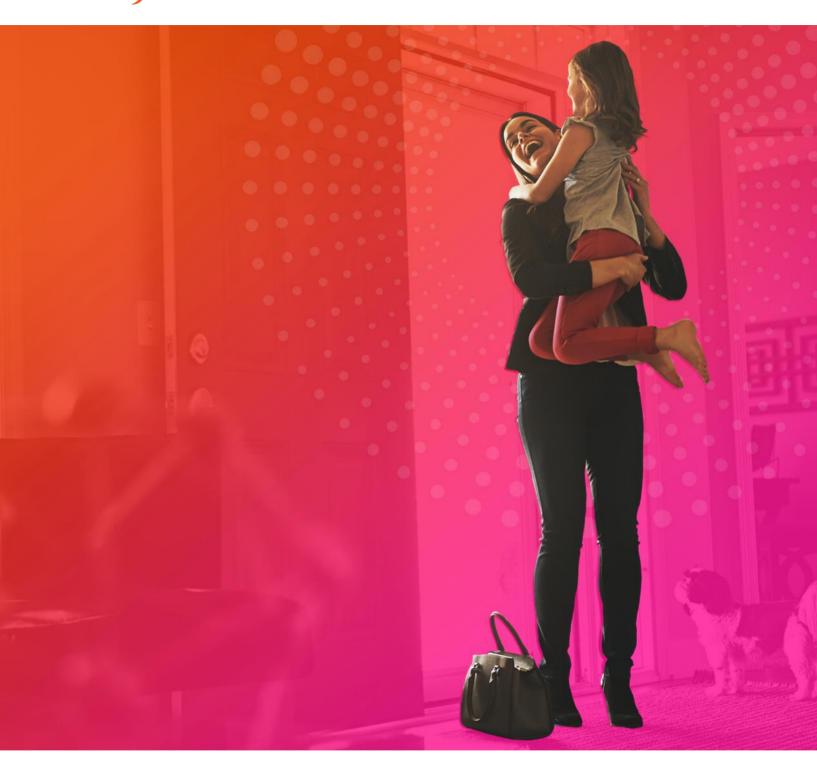# COVID-19- CASE IDENTIFICATION AND MANAGEMENT

Guidelines and Processes for Employees

This document sets out a preparedness plan for workplace cases. This virus is progressing rapidly across the United States. We are actively monitoring the situation and will make changes to this document as relevant. All employees will be updated with the contents of the most current version of this document.

COVID-19- CASE IDENTIFICATION AND MANAGEMENT (GUIDELINES AND PROCESSES)

Brief to employees

First, on behalf of the management team, I'd like to thank you for your hard work and dedication. We appreciate you doing your part to flatten the curve.

This document is a guide to be referenced in the instance that you, an employee or a close contact of you, the employee, become infected with COVID-19. This will outline the procedures to take when notifying management, tips for self-care and resources that are available to you.

As an employee, if you are confirmed to have a novel coronavirus infection, you must be managed through your healthcare professional's recommended care plan including self-quarantine and you must inform your line manager and HR of your diagnosis.

If you were exposed to the novel coronavirus strain and suspect that you are infected but have not had a confirmed test result you should immediately inform your managers and HR and self-quarantine for no less than 14 days.

While all necessary steps will be taken to maintain the privacy and confidentiality of confirmed or suspected coronavirus cases in line with company policy, and legislation, it is important to note that in the interest of public safety, a controlled degree of disclosure will be unavoidable. The disclosure of such information is in line with the applicable legal and ADA guidelines as well as Vitality's duties as a corporate citizen to the broader U.S. and International communities.

A. Introduction

Each day we learn more and more about novel coronavirus (COVID-19) its mode(s) of transmission, clinical features, and its severity. Originating from Wuhan, China, the coronavirus is a generally mild infection, but is a highly transmissible disease. This means that the virus spreads very quickly and can therefore infect many people,

Human coronaviruses are most commonly spread from an infected person to others through:

- coughing or sneezing - people can catch COVID-19 if they are standing within 3 feet of a person who has the illness, by breathing in droplets coughed out or exhaled by the infected person;
- close personal contact, such as touching or shaking hands;
- touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands.

It is still unknown exactly how long this virus can remain in the air, but the consensus from the World Health Organization and the National Institute of Health indicate the virus can remain in the air for several hours and on surfaces for several days.

B. Social Stigma

Public health emergencies such as this pandemic create very stressful times for people, businesses and communities. The elevated level of fear and anxiety about COVID-19 can lead to social stigma towards people, places or things. Social Stigma is being seen around the world even though not everyone in a particular population or from a particular region are specifically at risk. A stigma can occur against an individual who was a confirmed case, treated and cleared by their healthcare provider.

Social stigmas are not only wrong but hurt everyone by creating fear, anger and mental anguish towards an individual or group.

Vitality encourages all of you to support one another not just now during this global pandemic, but every day. We encourage you to stop social stigmas by knowing the facts and building resilience.

If you or a close contact are diagnosed with the coronavirus, Vitality is here to support you and provide helpful resources. Per the disclosure statement above, a level of disclosure is required, but you will not be individually identified.

C. What to do if there is confirmed COVID-19 infection within the team

Different parts of the country are seeing different levels of COVID-19 activity. The focus continues to be to contain and mitigate the spread in the community along with supporting those infected with the virus.

All employees must immediately report an exposure or confirmed diagnosis of COVID-19 infection to their managers and HR, by telephone or email. Your manager and HR will work together to ensure resources are provided for you to utilize if you so choose.

Steps to be taken by employees if they are confirmed to have the virus, suspected to have the virus or came in close contact with a suspected COVID-19 infection:

a. Employees should follow the care plan from your healthcare provider and self-quarantine for no less than 14 days.
b. If you are confirmed or suspected to have the virus you should self-quarantine until you have been cleared by your provider and no longer considered infectious.
c. If your symptoms are mild, and you are able to perform your job duties, you may continue to work from home.
d. All employees who have been **in close contact** with someone who is confirmed or suspected to have COVID-19 disease must self-quarantine and monitor for symptoms. Regardless of whether symptoms are present or not.
e. If you are sick and unable to work, if you are caring for someone with the virus or if you are unable to work due to lack of proper child care, you may be eligible to benefit from the Family First Coronavirus Response Act or the Coronavirus Aid, Relief and Economic Security Act. More information will be provided next week.

In the event of symptoms arising during the self-quarantine period, you must contact your healthcare provider immediately for further management and must notify your manager and HR of this change in clinical condition. If you do have a COVID-19 test administered, please provide test results to HR.

Definition of Close Contact:

- Having had face-to-face contact (within 6 feet) of a confirmed case. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 patient. This also includes having been on an aircraft, train or bus sitting within two seats (in any direction) of the confirmed COVID-19 patient, travel companions or crew members working within the mode of transportation.

OR

- Having direct contact with infectious secretions of a confirmed COVID-19 patient, (e.g. being coughed on).
- You will be engaged by the Vitality COVID-19 Response Team regarding the following:
    Care information pack, including work policies

D. Important facts to remember

Safety precautions and prevention are key!

These include the following:
- Washing of hands with soap and water for at least 20 seconds. If soap and water are not available, use of an alcohol-based hand sanitizer.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Cleaning and disinfecting frequently touched objects and surfaces **including your office space.**
- Avoiding close contact with anyone who is suspected or confirmed to have the coronavirus infection.
- Exercise caution and continue to monitor for symptoms.
- Stay calm. Remember, the COVID-19 infection is generally a mild illness.
  Not all cases of fever, cough and shortness of breath are due to coronavirus. Other causes could include, a typical cold, allergies, pneumonia or influenza infection. The same precautionary measures as above should apply.

E. General guidance for testing and treating COVID-19:

Testing is being handled differently per state, city and county. Currently, there are not enough tests in the United States for all who need them. The CDC's guidelines around testing note that the decision to test is at the discretion of the state and local health departments and individual clinicians.

Our healthcare system is facing unprecedented strains on its resources due to the overwhelming increase in the spread and infection of the coronavirus. According to the World Health Organization, approximately 80% of confirmed cases are mild and can be treated at home.

The current consensus is that you do not need a test if:

- You have no symptoms of coronavirus, even if you've recently traveled to a high-risk area
- You have symptoms, but you're otherwise healthy and under age 70

You do need a test if:

- You have symptoms and have been in close contact with someone who has had a positive coronavirus test
- You have symptoms of coronavirus and need to be hospitalized

People who feel ill with coronavirus-like symptoms (fever, cough, shortness of breath) should assume they have coronavirus and act accordingly. Anyone who feels unwell should stay home to avoid exposing other people.

Current recommendations are that you are encouraged to speak to your healthcare provider specifically about testing and whether testing is available in your area.

More information on at-home treatment can be found here.

END

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Appendix A.

Below are resources that are available to employees to help manage through the current way we live and work. This appendix will be updated weekly with new resources and tools.

Several blogs related to COVID-19, with resources around coping during these uncertain times are provided below and can also be found HERE

Working from Home

- The Rulebook for Remote Work
  - Tips and best practices for how to successfully work from home.
- Entertaining Children While Working
  - Ideas and activities for how to keep your kids busy across various outlets.

Mental Health

- Tools to Help You Take Care of Your Mental Well-Being
  - A list of Vitality-provided resources to help you cope during this stressful and uncertain time.
- Staying Positive in a World of Uncertainty
  - Tips to help you focus on the positive.

Physical Health

- Eating Healthy: Freezer and Pantry Edition
  - Guide you through how to create healthy meals
- Getting Your Workout in While at Home
  - A list of online workouts you can do at home.

COVID-19
- Stop the Spread of COVID-19
  - Steps you can take to stop the spread.
- Preparation is Key: How to Treat COVID-19 at Home
  - What you should have at home, in case you feel sick.

Additional resources also include:
- Coronavirus disease (COVID-19) Pandemic
- CDC