

COVID-19 Coronavirus    March 23, 2020

Current response:

With the World Health Organization (WHO) listing the Wuhan COVID-19 (Coronavirus) as a pandemic, we feel it is wise for us to issue the following statement concerning what procedures Weight & Test Solutions, Inc. employees should follow, effective immediately:

- A. Employees who have symptoms of acute respiratory illness should stay home and not come to work until they are free of fever (100.4 deg F or greater). Signs of a fever, and any other symptoms for at least 24 hours, without the use of fever reducing medications. The employee will be responsible to contact their immediate supervisor and notify them of their intent to stay home from work, and each succeeding day as well.
- B. Employees who have symptoms of acute respiratory illness (ie. Cough, fever, shortness of breath, etc.) upon arrival to work, or that become sick during the workday, should be sent home immediately. The employee should eliminate contact with other employees before their departure from the premises. The employee is responsible to contact their immediate supervisor each day that they will be staying home from work.
- C. All employees should take precautionary measures to ensure the workplace is protected by washing their hands routinely and often throughout the day. Hand sanitizers are recommended, and disinfectant wipes are encouraged.

Future response in addition to the above:

With the evolving changes in response to the COVID-19 (Coronavirus), we feel it is best to be prepared for changes that may affect how we conduct business. In addition to the previous response (see above) on how this outbreak will affect Weight & Test Solutions, Inc., all employees will follow the following procedures in order to comply with local, State and Federal guidelines:

Any employee traveling to hotspot areas will be **required** to quarantine themselves for 14 days prior to returning to work.

In an effort to limit the spread of the virus among employees, the following steps will be taken:

- A. **Technicians** - Technicians will be contacted each morning and given their assignments. If the employee needs to pick up a truck in the yard or parts/supplies, they are to have as little contact with fellow employees and observe the social distance boundaries. Technicians who are in possession of a company provided vehicle will be expected to report to their assigned task from home. All Technicians will be required to call the office once their scheduled task is completed to receive new orders and view their electronic dispatching system. Customers should be called to make sure that the technician will have access to the customers job site/location in order to perform their tasks **prior** to leaving home or the office. Technicians should make sure that they have protective gear required before departing for the jobsite.
- B. **Office Personnel** – All office personnel will be required to work from the office and home unless they demonstrate symptoms of the virus. As much as possible, all Office personnel should be aware of social distancing while in the office. The suggested space between employees is 6 feet.