



Memorandum

Date: March 16, 2020
To: All Employees
From: Rick Kmiecik
Re: COVID-19 Virus Mitigation Plan

Purpose

In light of recent developments pertaining to the COVID-19 pandemic, Optimized Systems is promulgating by way of this memorandum a Virus Mitigation Plan (VMP) to clarify the company's policies with regards to the pandemic and provide guidance to employees for protecting themselves, clients and others with whom employees may come in contact, as well as guidance for slowing the spread of the virus. Employees should refer to the United States Center for Disease Control (CDC) (www.cdc.gov/coronavirus) and other authoritative sources for additional information and guidance.

Employee Health Guidelines

Employees are highly encouraged to remain alert for any changes to their health and the health of family members. While symptoms and risks vary from person-to-person, employees with higher risk factors or who are showing symptoms should follow current CDC guidelines, which are summarized below.

Symptoms & Risk Factors	Suspected Illness	Actions to be Taken
Itchy eyes Stuffy nose Sneezing	Cold or allergies	Report to your supervisor and monitor
Fever Fatigue Body Aches Cough Worsening symptoms	Flu or coronavirus	Stay home Report status to your supervisor Contact your doctor
Shortness of breath Fever Cough Sore throat History of travel Suspected exposure	Coronavirus	Stay home Report status to your supervisor Contact your doctor

Suspected Exposure

If an employee is notified that he/she may have had a potential exposure to an infected person, has reason to suspect that he/she may have been exposed (e.g. exposed family member, attended a venue where exposure was documented, etc.) or has recently traveled to high-risk areas, the employee should notify his/her supervisor and self-quarantine immediately for not less than 14 days. The employee shall not return to work without prior written approval from his or her supervisor.

Business Operations

Optimized Systems office and field operations will remain ongoing unless circumstances or governmental directives make operations unsafe or infeasible. Employees who can work remotely may work from home with permission from their supervisor. Employees and clients will be notified if the company's operational status changes.

BUSINESS TRAVEL

Employees shall not engage in business travel except by private or company-owned automobiles, until further notice.

PERSONAL TRAVEL

Employees are strongly discouraged from personal travel, especially by airline and other public transportation means. If such travel cannot be avoided, employees shall report to their supervisor travel dates and destinations. Depending on risk factors associated with the travel, employees may, at the company's discretion, be required to self-quarantine for not less than 14 days prior to returning to work.

RECOMMENDED PRACTICES

Whether at work or at home, employees are strongly encouraged to:

- Practice social distancing whenever possible by maintaining a minimum distance of six feet from other people, especially those known to be sick.
- Cover coughs and sneezes with a Kleenex or your sleeve. Kleenexes should be used only once and discarded immediately.
- Frequent and thorough hand washing. Use hand sanitizer when available.
- Avoid touching your eyes, nose and mouth.
- Cleaning and disinfecting of immediate work area surfaces and surfaces that are often touched, at least once daily.
- Refrain from handshaking and other forms of personal contact.

CLIENT WORK SITES

When working at a client's site, employees are required to familiarize themselves with any special policies or procedures that the client may have instituted pursuant to the pandemic and virus mitigation objectives. Employees are also required to actively communicate with clients and authorized client representatives regarding their work schedule, locations and work activities. This information and any additional information required by the client shall be provided and updated as needed.

MINIMIZING ENERGY COSTS. MAXIMIZING OCCUPANT COMFORT.

WORK WITH SUBCONTRACTORS AND COLLEAGUES

When working on-site with other contractors and colleagues, employees should remain alert to the observable health conditions of those working in their proximity. Always follow social distancing recommendations and report any potentially unsafe circumstances to your supervisor.

Future Communications

Optimized Systems will monitor local and national events daily for circumstances that may warrant changes to this plan and the company's operations. Any employee with concerns or questions should contact Rick Kmiecik.