

From: Jessica Harrison
Sent: Saturday, April 18, 2020 6:16 AM
To: TEXAS EMPLOYEES
Subject: Texas COVID 19 Update

Good Morning All Employees,

I am writing to provide an update and additional information regarding the coronavirus, the potential exposures, and steps we are taking to ensure a safe working environment.

Myself and the leaders in the company carefully evaluated the CDC Public Health Recommendations and the potential exposures at the Texas Office. We have determined that the risk of exposure according to the CDC information to be low but additional precautions under these circumstances will be taken. These safeguards and steps along with additional sanitizing of the office are being taken to make certain that the risk is mitigated. We will be mobilizing a team from a professional cleaning company to clean, disinfect, and sanitize all affected areas. Operations will continue in Texas by appointment only starting today. All guidelines published by the CDC should continue to be followed.

I believe that it is important that we are educated and aware of the information available so that we can continue to make responsible decisions. Below you will find the CDC link on how the virus is spread and what we can do to prevent exposure.

Any employees with prolonged close contact exposure are encouraged to review the below links and discuss with a health care provider, if they feel necessary. The COVID positive crew member who visited the Texas Office was not displaying the symptoms defined by the CDC while in the office. The CDC recommends self-quarantine if you have close contact for a prolonged period of time to a COVID positive person within 48 hours of that person displaying symptoms as defined by the CDC. Please see the below from CDC Public Health Recommendations.

Person	Exposure to	Recommended Precautions for the Public
<ul style="list-style-type: none"> • Household member • Intimate partner • Individual providing care in a household without using recommended infection control precautions • Individual who has had close contact (< 6 feet)** for a prolonged period of time *** 	<ul style="list-style-type: none"> • Person with symptomatic COVID-19 during period from 48 hours before symptoms onset until meets criteria for discontinuing home isolation (can be a laboratory-confirmed disease or a clinically compatible illness in a state or territory with widespread community transmission) 	<ul style="list-style-type: none"> • Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times • Self-monitor for symptoms <ul style="list-style-type: none"> ◦ Check temperature twice a day ◦ Watch for fever*, cough, or shortness of breath • Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure) • Follow CDC guidance if symptoms develop
<p>All U.S. residents, other than those with a known risk exposure</p>	<ul style="list-style-type: none"> • Possible unrecognized COVID-19 exposures in U.S. communities 	<ul style="list-style-type: none"> • Be alert for symptoms <ul style="list-style-type: none"> ◦ Watch for fever*, cough, or shortness of breath ◦ Take temperature if symptoms develop • Practice social distancing <ul style="list-style-type: none"> ◦ Maintain 6 feet of distance from others ◦ Stay out of crowded places • Follow CDC guidance if symptoms develop

The company will continue to maintain operations following information from the CDC, state local health authorities, and the attached President's guidelines. Information can found at the links below and attached.

https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fprevention.html

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Attached: OSHA COVID Guidance

If you have any COVID related questions, please feel free to reach out to HR@dcocf.com or your direct manager.

Thank you,

Jessica Harrison

Employee Development Manager