



To: Via Employees
From: Jill Pittenger, HR Director
Date: May 11, 2020
Re: Health & Safety Protocol to Prevent COVID-19

Our priority is to keep our employees healthy, especially during the COVID-19 pandemic. As such, we will abide by governmental guidelines as we strive to balance public health concerns with the needs of our business. The protocol below describes detailed actions of how we can stay healthy in the workplace. The information below is from the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidelines.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute on these protocols daily. We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their manager or HR to discuss alternate arrangements, should they be necessary.

General Employee Health and Hygiene

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if your hands are visibly dirty.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose and mouth.
- Stay home when you are sick.

Mask Protocol

Employees are required to wear a mask when at any Via worksite:

- Upon entering and leaving the worksite.
- When working in a common area or shared office even if 6 feet away from other people.
- If you work in a private office, any anytime that you leave your office.

Social Distancing Protocol

Employees should follow social distancing best practices while at Via facilities, including but not limited to workstations, cafeterias, common areas and office spaces. Specifically, employees are asked to:

- Maintain social distancing - stay 6 feet apart from others when working or on breaks. Where a minimum distance cannot be maintained, engineering or administrative controls will be in place.
- Avoid job tasks that require face-to-face work with others when possible.
- Avoid physical contact with others whenever possible (e.g., handshakes).



- Avoid touching surfaces that may have been touched by others when possible.
- Distance themselves from anyone who appears to be sick.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect their workspace often.
- Avoid touching their face.
- Avoid nonessential gatherings.
- Stagger lunches to limit the number of individuals in the break room or cafeteria.
- Avoid gathering in common areas.

Via will:

- Modify the office layout to create at least 6 feet of distance between employee workstations, and face-to-face desk layouts will be changed as needed.
- Until all social distancing requirements are lifted, will eliminate in-person meetings whenever possible. Instead, employees should conduct virtual meetings. Employees who are at worksites should avoid gathering in groups.

Surfaces

Employees are asked to use a glove or tissue that will be placed next to common surfaces such as:

- Copier Machine.
- Water Cooler.
- Refrigerator.
- Microwave.