



VESCO OIL CORPORATION

RETURNING TO THE WORKPLACE SAFELY COVID-19 PREPAREDNESS AND RESPONSE PLAN

Effective June 1, 2020

(Updated November 13, 2020)

VESCO OIL CORPORATION

COVID-19 PREPAREDNESS AND RESPONSE PLAN

UPDATE TO VESCO COVID-19 PLAN DTD NOVEMBER 13, 2020

COVID-19 EMERGENCY WORK-FROM-HOME POLICY

Consistent with emergency rules announced by the Michigan Department of Labor and Economic Opportunity on October 14, 2020, Vesco Oil temporarily prohibits in-person work for employees to the extent that their work activities can feasibly be completed remotely. This will minimize the presence of individuals gathered in work settings where COVID-19 may spread.

In-person work

Vesco Oil is only permitting in-person work when attendance is strictly required to perform job duties. A “strict requirement” for in-person work means that a worker is unable to physically complete required job tasks from a remote setting. These employees are defined as “essential personnel” and include the following positions:

- Truck Drivers
- Warehouse Personnel
- Service Techs
- Dispatchers
- Operations Managers
- Order Entry
- Front Office/Reception Personnel

“Essential personnel” are expected to report to work as scheduled unless otherwise notified. Regular leave policies and procedures should be followed for employees who are unable to report to work.

Work-from-home

Positions approved to work-from-home to the extent that their work can feasibly be completed remotely include the following positions:

- IT
- HR
- Corporate Office Finance/Accounting
- Sales Managers
- Sales Reps
- Sales Support
- Purchasing
- Inventory Control

Additional positions may be considered on a case-by-case basis.

Remote work arrangements are expected to be short term, and Vesco will continue to monitor guidance from health officials and the need for continued remote work arrangements. Employees should not assume any specified period of time for remote work, and Vesco Oil may require employees to return to regular, in-office work at any time.

VESCO OIL CORPORATION

COVID-19 PREPAREDNESS AND RESPONSE PLAN

UPDATE TO VESCO COVID-19 PLAN DTD OCTOBER 9, 2020

The Vesco Oil Corporation (“Vesco” or “Company”) COVID-19 Preparedness and Response Plan (“Plan”) is an emergency plan that provides documentation of the necessary elements of a plan required by Michigan’s Executive Order 2020-114 (the “Order”). This Plan provides a series of best practices dealing with various health, safety, environmental, and public health focused measures, designed to meet the health and safety compliance standards while operating during the COVID-19 pandemic.

In recent developments over the past week, the Michigan Supreme Court issued an opinion that voided most of the executive orders issued by Michigan Gov. Gretchen Whitmer as part of the state’s COVID-19 response on the basis that their duration exceeded the Governor’s emergency authority. The Governor argues that her Orders remains in effect for at least 21 days, subject to further review by the Courts and has promised to reinstate many provisions of the orders under other authority. Already, the Michigan Department of Health and Human Services immediately issued an Order, dated October 5, 2020, effectively reinstating many of the provisions of the Governor’s orders. The Governor and various state agencies are also expected to issue further guidance shortly. Also, all federal guidance, including OSHA and CDC, remains in effect. While compliance with the executive orders have provided the minimum standard for keeping people safe and limiting risk, at Vesco our priority remains the health and safety of our members and customers while navigating changes.

Given the amount of uncertainty, Vesco will stay the course with the policies in place right now and no changes will be made at this time. This is the safest course of action with the least amount of risk.

Vesco will continue to follow the same guidelines regarding face coverings, physical distancing, and interactions with customers that are currently in place for all members. As changes unfold and further developments occur, we will keep you updated.

VESCO OIL CORPORATION

COVID-19 PREPAREDNESS AND RESPONSE PLAN

INTRODUCTION

The Vesco Oil Corporation (“Vesco” or “Company”) COVID-19 Preparedness and Response Plan (“Plan”) is an emergency plan that provides documentation of the necessary elements of a plan required by Michigan’s Executive Order 2020-114 (the “Order”). This Plan provides a series of best practices dealing with various health, safety, environmental, and public health focused measures, designed to meet the health and safety compliance standards while operating during the COVID-19 pandemic.

The various protocols set out in this document are based on guidance provided by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA) as well as various county specific public health authorities. Since the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the WHO, CDC, OSHA, EPA, and other public officials at the federal, state, or local levels. This is a “living” document that may be updated at any time given the fluidity of this situation.

COVID-19 PREPAREDNESS AND RESPONSE PLAN

An outbreak of COVID-19 can have severe consequences on human health and economic wellbeing. Vesco is committed to advance planning and preparedness that are critical in mitigating the impact of COVID-19 on the organization and our employees. This Plan outlines the specific steps taken by Vesco to ensure the safety of our employees and business continuity within the organization.

The Vesco Oil Corporation COVID-19 Preparedness and Response Plan includes the following sections:

- [COVID-19 Response Task Force and Workforce Coordinators](#) PG 4
- [Monitoring Guidelines and Practices](#) PG 5
- [Return to Work](#) PG 5
- [Travel](#) PG 5
- [Company Environment](#) PG 6
- [Cleaning and Personal Protection Equipment Supplies](#) PG 7
- [Screening Employees and Visitors](#) PG 8
- [Social Distancing](#) PG 9
- [Cleaning and Disinfection](#) PG 9
- [Symptoms](#) PG 11
- [Exposure](#) PG 11
- [Self-Quarantine Guidelines](#) PG 12
- [Contact Tracing](#) PG 13
- [Training](#) PG 14
- [Communication](#) PG 14
- [Response to Concerns](#) PG 15
- [Wellness](#) PG 15
- [Additional Resources](#) PG 15

VESCO OIL CORPORATION

COVID-19 PREPAREDNESS AND RESPONSE PLAN

COVID-19 RESPONSE TASK FORCE AND WORKPLACE COORDINATORS

Vesco has established a team comprised of representatives of various functions and locations tasked with implementation, maintenance, and improvement of COVID-19 preparedness and response. This COVID-19 Response Task Force consists of:

Adam Kuehnlein, Amy Crandall, Brad Haskins, Bruce Baringer, Carol Pajak, Carol Ziegler, Carolyn Riegler, Cheryl Reitzloff, Christa Ramirez, Clarence Kutscher, Dave Bizjak, Dave Lukasiewicz, Dawn Darichuk, Dennis Hagen, Dirk Hale, Eric Weiss, Jim McNichol, Lance Melnik, Lilly Stotland, Lorie Murphy, Luke Vislosky, Marcia Owens, Mark Halverson, Matt Britsch, Max Reitzloff, Mike Wilcox, Nelson Littlejohn, Rod Gettel, and Rogell Schmiesing.

In addition, Vesco has designated the following staff as its COVID-19 Workplace Coordinators that will be at Southfield, Detroit, Grand Rapids, Mancelona, Zilwaukee, Columbus, Dayton, Wauseon, Medina, and Pittsburgh locations during hours of operation:

Southfield:

Dawn Darichuk
Customer Service Manager
ddarichuk@vescooil.com
(248) 557-1600

Columbus:

Dave Bizjak
Service Chemical Sales
dbizjak@vescooil.com
(614) 367-1412

Detroit:

Jim McNichol
Operations Manager
jmchnichol@vescooil.com
(313) 833-0600

Dayton:

Nelson Littlejohn
Operations Manager
nlittlejohn@vescooil.com
(937) 461-9906

Grand Rapids:

Mark Halverson
General Sales Manager
mhalverson@vescooil.com
(616) 940-2616

Wauseon:

Matt Britsch
Ohio Industrial Sales and Operations Manager
mbritsch@vescooil.com
(419) 466-3579

Mancelona:

Mike Wilcox
Operations Manager
mwilcox@vescooil.com
(231) 587-5099

Medina:

Clarence Kutscher Sr.
Ohio Facilities and Operations Manager
ckutscher@vescooil.com
(330) 723-3890

Zilwaukee:

Christa Ramirez
Dispatcher Supervisor
chramirez@vescooil.com
(989) 753-7626

Pittsburgh:

Luke Vislosky
Service Chemical Sales Rep
lvislosky@vescooil.com
(412) 445-6491

VESCO OIL CORPORATION

COVID-19 PREPAREDNESS AND RESPONSE PLAN

MONITORING GUIDELINES AND PRACTICES

Responsibilities

The Task Force Members and Workplace Coordinators will be responsible for, but not limited to, the following:

- Monitoring updates on COVID-19 using WHO, CDC, OSHA, EPA, and federal, state, and local government resources.
- Incorporating those recommendations into our workplace.
- Communicating updates and determining necessary changes within the business.
- Training employees on control practices, proper use of personal protective equipment, actions required to notify our business of any COVID-19 symptoms or suspected cases.
- Answering any employee questions or concerns.
- Reviewing policies and practices to ensure they are consistent with this Plan and existing federal, state, and local requirements.

Notice of COVID-19

Vesco will promptly notify all internal and external stakeholders about any changes in operations due to a COVID-19 outbreak. This notice will be communicated clearly and conspicuously and will include information about the next steps of action and the anticipated length, as well as information on available alternative information services, facilities, and infectious disease guides.

Plan Ownership and Maintenance

This Plan, contacts, updates and corresponding processes are maintained by Amy Crandall, Human Resources Manager and Cheryl Reitzloff, Chief Innovation Officer. For any questions, concerns, or comments please contact Amy or Cheryl. In addition:

- All managers and supervisors must be familiar with this Plan and be prepared to answer questions from employees.
- All employees are expected to abide by this Plan.

This Plan will expire upon conclusion of its need, as determined by Vesco and in accordance with guidance from local, state, and federal health officials.

RETURN TO WORK

Vesco is an essential business and as such has been open at all locations throughout the pandemic. The workforce has consisted of only critical infrastructure workers on-site and employees working remotely via telework arrangements. During the “ramping back up” to work phase, Vesco has been recalling laid off critical infrastructure employees as business needs have warranted. Employees working remotely will continue do so until further notice.

The timing and number of remote workers returning to the workplace will occur in phases and vary based on Executive Orders from the state, local guidelines, business needs, and safety protocols.

TRAVEL

To protect the health and well-being of Vesco employees:

- All employee business-related travel is restricted to essential travel only until further notice.

VESCO OIL CORPORATION COVID-19 PREPAREDNESS AND RESPONSE PLAN

- Vesco strongly discourages employees from traveling outside of their state of residence for vacation until further notice.

If an employee must leave their respective state for vacation or other purposes, they are to contact HR prior to their departure and immediately upon their return (prior to returning to work) to assess the risk they may pose to others because of their travel, and these risks will be assessed on a case-by-case basis.

COMPANY ENVIRONMENT

Vesco conducted a risk assessment of all locations following federal, state, and local guidance and has implemented, procedures, guidelines, and protocols that will reduce possible exposure to COVID-19 including the following described in further detail in this Plan:

Training

Vesco is providing COVID-19 training to all employees that at a minimum covers:

- Workplace infection-control practices.
- Proper use of personal protective equipment (PPE).
- Steps an employee must take to notify the Company of any COVID-19 symptoms or suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

Training materials have been made available to all employees via the Paycor website.

Building Entry

Vesco designated entrances that employees and visitors will use. There are limited entry points to help ensure only screened employees or visitors enter. Building entry policies and procedures are posted on the designated entrances.

Screening Employees and Visitors

Vesco implemented protocols for conducting daily health screenings for all employees and visitors entering the workplace including a questionnaire covering symptoms of COVID-19 and suspected or confirmed exposure to people with possible COVID-19.

Visitors Procedures

Vesco restricted non-essential visitors to our facilities until further notice. If a visitor must enter any facility, they must be screened prior to entering the building and wear a face covering when inside.

Social Distancing

Vesco implemented social distancing measures to keep everyone at the worksite premises at least six feet from one another to the maximum extent possible including:

- Reconfiguring workspace by spreading out workspaces, staggering workspace usage, and restricting use of non-essential common space.
- Prohibited gatherings of any size in which people cannot maintain six feet of distance from one another.
- Providing face coverings and require use when employees are in public or common spaces.
- Establishing protocols for employees delivering goods and services and customer pick up of goods.

VESCO OIL CORPORATION COVID-19 PREPAREDNESS AND RESPONSE PLAN

Cleaning and Disinfection

Vesco has increased cleanliness measures and facility cleaning and disinfecting procedures to limit exposure to COVID-19 especially on high-touch surfaces and shared equipment.

Vesco defined cleanliness protocols to be followed by employees. Cleaning supplies are available upon entry to the workplace and time is provided for employees to wash their hands frequently and/or use hand sanitizer.

Vesco has adopted protocols to clean and disinfect facilities on a routine basis. In the event of a positive COVID-19 case in the workplace the facility will be cleaned and disinfected in accordance with CDC recommended protocols.

CLEANING AND PERSONAL PROTECTION EQUIPMENT SUPPLIES

Vesco will ensure an adequate supply of cleaning supplies and personal protective equipment is available for all employees to continue safe business operations. Such supplies will be available upon entry and time will be allowed for employees to wash hands frequently or to use hand sanitizer. Supplies will be ordered regularly, and the Task Force will assign who is responsible for ordering supplies.

Following is the recommended supply list for Vesco which will be posted at each location, where supplies are stored, and who oversees ordering. Frequency will be based on the level of use and risk assessment.

ITEM	SPECIFICATION	QUANTITY
Mask	Disposable (1-day use) and/or KN-95 (when available)	Minimum 30-day supply
Gloves	Nitrile gloves	Minimum 30-day supply
Infrared Thermometer	Medical infrared thermometer	1 per 100 employees
Disinfectant Spray/Wipes	0.1 to 0.05% sodium hypochlorite solution	Minimum 30-day supply
Sanitation Floor Stand/Wall Units	Hand sanitizer dispenser floor stand/Wall Unit	1 per 50-person work area
Hand Sanitizer	Sanitizer meets or exceeds CDC minimum requirements	Minimum 30-day supply
Hand Soap	Hand soap	Minimum 30-day supply
Paper Towels	Paper towel rolls	Minimum 30-day supply
Safety Glasses	Safety glasses / polycarbonate (1 pair per employee as needed)	Minimum 30-day supply
Bio-hazard Container	Sealable bags tagged as contaminated material	Minimum 30-day supply

VESCO OIL CORPORATION

COVID-19 PREPAREDNESS AND RESPONSE PLAN

SCREENING EMPLOYEES AND VISITORS

Vesco has taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees and visitors. No-touch temperature and health screenings have been implemented at all Company locations and Employee and Visitor Screening Records will be maintained.

EMPLOYEES

Self-screening procedures are in place to prevent sick or symptomatic employees from leaving their homes and decrease the likelihood of spreading infection at work. Vesco has distributed daily self-screening protocol to all employees.

On-site screenings for all employees will be completed daily by designated staff members prior to entering the building as follows:

- Responding to a questionnaire covering symptoms of COVID-19 and suspected or confirmed exposure to people with possible COVID-19.
- No-touch temperature checks.
- If the employee exhibits visible symptoms of illness consistent with COVID-19 or does not pass the screening, the employee will not be able to enter the building.
- Employees with a confirmed or suspected case of COVID-19 will be allowed to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC and they are released from any quarantine or isolation by the local public health department.
- If an employee is confirmed to have COVID-19, the Company will inform employees in the immediate work area, while attempting to keep the affected employee's identity confidential.
- If Vesco receives notice that an employee has tested positive for COVID-19, the local health department will be notified immediately, and the facility will be cleaned and disinfected in accordance with CDC recommended protocols.
- Executive Order 2020-36 prohibits discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.

VISITORS

To ensure the protection of both employees and visitors, Vesco has restricted all non-essential visitors at all locations. If an essential visitor comes to a location, on-site screenings will be completed by designated staff members prior to entering the building as follows:

- Responding to a questionnaire covering symptoms of COVID-19 and suspected or confirmed exposure to people with possible COVID-19.
- No-touch temperature checks.
- If the visitor exhibits visible symptoms of illness consistent with COVID-19 or does not pass the screening the visitor will not be able to enter the building.
- Visitors with a confirmed or suspected case of COVID-19 will be allowed to return to Vesco only after they are no longer infectious according to the latest guidelines from the CDC and they are released from any quarantine or isolation by the local public health department.
- If the visitor is confirmed to have COVID-19, the Company will inform employees in the immediate work area, while attempting to keep the affected visitor's identity confidential.

VESCO OIL CORPORATION

COVID-19 PREPAREDNESS AND RESPONSE PLAN

- If Vesco receives notice that a visitor has tested positive for COVID-19, the local health department will be notified immediately, and the facility will be cleaned and disinfected in accordance with CDC recommended protocols.

SOCIAL DISTANCING

Vesco has taken measures to help prevent the spread of COVID-19 and to reduce the potential risk of exposure to employees and visitors by implementing social distancing protocols including but not limited to:

- Restricting the number of employees on premises to no more than is strictly necessary to perform business or the operation's critical infrastructure functions.
- Promoting remote work to the fullest extent possible.
- Prohibiting gatherings, of any size, in which people cannot maintain six feet of distance from one another.
- Reconfiguring space - increasing distances between employees by spreading out workspaces and staggering workspace usage.
- Reducing congestion in non-essential common spaces by restricting use or limiting the number of people in common spaces and requiring individuals to sit at least six feet from one another.
- Staggering meal and break times, as well as start times at each entrance, where possible.
- Requiring the use of personal protective equipment, face coverings and gloves, in public and common spaces.
- Encouraging employees to use personal protective equipment and hand sanitizer on public transportation.
- Drivers are required to wear masks and gloves when making deliveries.
- Drivers are required to maintain social distance, to the fullest extent possible, when making deliveries:
 - Maintain six feet of spacing with others
 - Customer names may be written in by driver, in lieu of obtaining a signature, to avoid potential contamination of paperwork.
- Sales reps are required to wear masks when visiting customer locations.
- Sales reps are required to maintain social distance, six feet of spacing with others, to the fullest extent possible, when visiting customer locations.

The following procedures are in place for Customer and UPS Pick-Ups:

- A sign is posted on the Customer Pick Up door instructing customers and UPS drivers to call a specified phone number and give their name and company name.
- Office personnel then process the order.
- Office personnel put the customer's name on the shipping document in lieu of obtaining a signature and place the shipping document on the product being loaded into the vehicle to limit personal contact.

CLEANING AND DISINFECTION

Vesco has conducted a risk assessment considering federal, state, and local guidance and implemented protocols that will reduce possible exposure to COVID-19. All locations will be thoroughly cleaned and disinfected routinely. In the event of a confirmed infection in the workplace, CDC protocols will be

VESCO OIL CORPORATION COVID-19 PREPAREDNESS AND RESPONSE PLAN

followed for sending employees home and temporary closures of all or part of the workplace to allow for deep cleaning prior to re-opening a facility.

Employees are expected to minimize COVID-19 exposure by:

- Cleaning workstations at the beginning and end of each shift.
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment.
- Frequently washing their hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer that meets or exceeds CDC minimum requirements and is provided in high-traffic areas.
- Avoiding touching their faces with unwashed hands.
- Practicing respiratory etiquette, including covering coughs and sneezes.
- Immediately reporting unsafe or unsanitary conditions on Company premises.

Following is a recommended cleaning schedule for Vesco based on the level of use and risk assessment.

AREA	DETAILS	FREQUENCY	SOLUTION	METHOD
Office Area	Desks, chairs, conference rooms	After use for common rooms, and daily for individual offices	Disinfectant	Use designated wipes or spray
Workspace Common Surfaces	Control buttons, tools, and other common surfaces	Start and end of shift (minimum)	Disinfectant	Use designated wipes or spray
High Touch Surfaces	Door handles, phones, copiers, bathrooms, kitchens, water fountains, entrance/screening location	Continuously on a routine basis every 2-4 hours or after use if necessary	Disinfectant	Use designated wipes or spray
Forklifts and Other Similar Equipment	Areas of common interaction	Start and end of shift or change of operator	Disinfectant	Use designated wipes or spray
Company Vehicles	Areas of common interaction	Start and end of shift or change of operator	Disinfectant	Use designated wipes or spray
Trucks	Interior cleaning/disinfecting of cab; steering wheel, shifters, buttons/knobs, door handles, touch points	Continuously on a routine basis; minimum of twice a daily	Disinfectant	Use disinfecting wipes
Kitchen/Cafeteria/Water Coolers/Locker Rooms/Bathrooms/ Other Common Areas	Areas of common interaction	As deemed necessary or daily after close of business	Disinfectant	Use designated wipes or spray

VESCO OIL CORPORATION

COVID-19 PREPAREDNESS AND RESPONSE PLAN

SYMPTOMS

Vesco has taken the steps to minimize exposure of COVID-19 by providing training and educating employees on protective behaviors that reduce the spread of COVID-19. Part of our education is learning the symptoms of COVID-19.

Vesco requires employees to report to their managers or supervisors immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their manager, supervisor, or contact Amy Crandall, Human Resources Manager.

Infection with COVID-19 can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath, sore throat, new loss of smell or taste and/or gastrointestinal problems. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as much as 14 days after exposure.

Managers/Supervisors are to contact HR immediately if any employee reports they are experiencing COVID-19 symptoms, if they have been diagnosed with COVID-19, or if they say they have encountered someone who has been diagnosed with COVID-19.

If an employee has a confirmed case of COVID-19 or has been exposed to someone with a confirmed case of COVID-19, Vesco will work closely with local health departments and CDC regarding quarantine periods, cleaning protocol and Contact Tracing.

EXPOSURE

Vesco has taken the steps to minimize exposure of COVID-19 by providing training and educating employees on protective behaviors that reduce the spread of COVID-19. Part of our education is understanding the exposure of COVID-19. Infected people can spread COVID-19 to other people. The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- By touching a surface or object that has COVID-19 on it and then touching their own mouth, nose, or possibly their eyes.
- People are most contagious when they are most symptomatic (i.e. experiencing fever, cough, and/or shortness of breath).
- Spread is also possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus.
- The CDC website provides the latest information about COVID-19 transmission.

Classifying Employee Exposure

Vesco employees' risk of occupational exposure to COVID-19, during an outbreak may vary from very high to high, medium, or low risk. The level of risk depends on the area of the buildings where they work and contact with others or shared equipment.

VESCO OIL CORPORATION

COVID-19 PREPAREDNESS AND RESPONSE PLAN

EXPOSURE RISK ASSESSMENT

EMPLOYEES	RISK	POTENTIAL EXPOSURE	MITIGATION
ALL	Low/Medium	Entrance/screening location, kitchen, water fountains, bathrooms, copiers, conference rooms, shared office space	Wipes, hand sanitizer and Lysol spray available at all locations, limit occupancy in conference rooms and break rooms to maintain social distancing, increase cleaning, face masks deemed necessary
Plant	Low/Medium	Plant and shared tools and equipment	Face masks deemed necessary, follow safety and cleaning policies
Drivers	Medium/High	Paper, customer interaction, pens	Face masks and gloves deemed necessary, follow safety and cleaning policies
Sales Reps and Service Personnel	Medium/High	Paper, customer interaction, pens	Face masks deemed necessary, follow safety and cleaning policies

SELF-QUARANTINE GUIDELINES

Vesco has taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure. If an employee must self-quarantine, the following guidelines must be followed:

Employees are requested to remain off Company property for 14 days if they have:

- COVID-19 symptoms
- Been directly exposed to COVID-19
- Positive test results for COVID-19

Guidance for employees while at home:

- Stay away from other people in your home as much as possible.
- Do not allow any visitors.
- If you need medical attention, call ahead to ensure you are going to the right place and taking the necessary precautions.
- Wear a face mask if you must be around other people, such as during a visit to the doctor's office.

VESCO OIL CORPORATION

COVID-19 PREPAREDNESS AND RESPONSE PLAN

- When you cough/sneeze, cover your mouth and nose with a tissue; immediately throw tissues in garbage; wash your hands with soap and water for at least 20 seconds, and if that's not available, clean with a hand sanitizer that meets or exceeds CDC minimum requirements.
- Avoid sharing household items, including drinking cups, eating utensils, towels, and bedding. Wash these items thoroughly after using.
- Clean high touch surfaces daily using a household cleaner or wipe. According to the CDC, these include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.
- Clean surfaces that may be contaminated with blood, stool, or bodily fluids.
- Use an air conditioner or open window to provide good airflow in shared spaces.
- Continue monitoring for any symptoms. If they worsen, such as you if you begin to have difficulty breathing, call your health care provider.
- Arrange to have groceries and toiletries delivered by local or state health departments. Also, inform health care providers of any medications you will need, so they can arrange drop-offs of prescriptions. If you do not have laundry machines at home, ask health care providers to help with these services.
- Working from home is expected to continue when possible.

Return to Work after Self-Quarantine

Employees who have been under home self-quarantine can return to work under the following conditions, consistent with WHO/CDC guidelines:

If you will NOT be tested to determine if you are still contagious, you can leave home after these three things have happened:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
- At least 10 days have passed since your symptoms first appeared

If you WILL be tested to determine if you are still contagious, you can leave home after these three things have happened:

- You no longer have a fever (without the use of medicine that reduces fevers) AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
- You received two negative tests in a row, 24 hours apart. Your doctor will follow local health authority or CDC guidelines.

Employees are instructed to contact HR prior to returning to work to confirm if they have met one of the above conditions and to discuss documentation that may be required before the employee returns to company premises.

CONTACT TRACING

If an employee has tested positive with COVID-19 they will be asked to complete a Contact Screening form with Human Resources. The procedure will help ensure safe, sustainable, and effective quarantine of contacts to prevent additional transmission. The procedure will include, but is not limited to, tracing and monitoring contacts of infected people and notifying them of their exposure.

VESCO OIL CORPORATION

COVID-19 PREPAREDNESS AND RESPONSE PLAN

TRAINING

Vesco employees will receive various levels of training on the controls, procedures, protocols, and safety requirements being used to prevent COVID-19 at Vesco locations. Our Plan ensures employees receive the training and information they need to stay safe while at work.

In addition to protocols and guidance provided in this plan, training materials are available electronically via the [Paycor Website](#)

TRAINING TOPIC	DESCRIPTION
COVID-19 Description	Symptoms of COVID-19 How does it Spread? Suspected or confirmed diagnosis
Workplace Infection Control	Workplace control practices
Screening Procedures	Following screening protocol
Social Distancing	Following CDC guidelines or 6' at all times
Face Masks	Use, disposal, storage, or cleaning of Face Masks
Handwashing/Hand Sanitizer Procedures	Following CDC guidelines

COMMUNICATION

Vesco has created a communication guide to keep in contact with our employees and customers.

TYPE OF COMMUNICATION	ACTIVITY	DETAILS
Determine Communication Plan During Emergency for Employees	Remote Work Technology Daily Huddles for Departments Leadership/Management Meetings Communication to Employees on Next Steps	Use TEAMS or similar for all virtual meetings Companywide conference calls for COVID-19 updates
Determine Communication Plan for Customers	Queries re protocols for deliveries Queries re protocols for sales reps at customer site	Direct queries to the Plan posted on Vesco's website
Company Website	Updates on Vesco's response to COVID-19	Plan posted on Vesco's website
Determine any Exterior or Interior Signage for Customers or Employees	Screening procedures Mask requirements	Signage posted at facilities

VESCO OIL CORPORATION

COVID-19 PREPAREDNESS AND RESPONSE PLAN

RESPONSE TO CONCERNS

Vesco expects employees to have questions and concerns about COVID-19 and how it relates to their job. We will do everything we can to ensure that your concerns can be dealt with effectively and efficiently.

Employees can contact HR to ask questions, report concerns, and request reasonable accommodations. HR will investigate and address any reported questions or situations promptly and effectively.

WELLNESS

Vesco promotes the use of the Employee Assistance Program. Employees and family members are encouraged to call **800.448.8326** for free, confidential counseling.

ADDITIONAL RESOURCES

- [Employee Screening Questions Template](#)
- [Employee Screening Record Template](#)
- [Symptoms at Work Template](#)
- [Employer Checklist for COVID-19 Positive Employee](#)
- [Contact Traceability Questionnaire](#)
- [Michigan.gov](#)
- [Michigan Safe Start Plan](#)
- [Ohio.gov](#)
- [Pennsylvania.gov](#)
- [CDC](#)
- [OSHA](#)
- [OSHA Guidance on Preparing Workplaces for COVID-19](#)
- [OSHA Poster – Reducing Risk in the Workplace](#)
- COVID-19 Confirm Case Cleaning and Disinfecting Contacts - Appendix A
- State and Local Health Department Contacts – Appendix B

VESCO OIL CORPORATION
COVID-19 PREPAREDNESS AND RESPONSE PLAN – Appendix A
COVID-19 Confirm Case Cleaning and Decontamination

<u>VESCO FACILITY</u>	<u>COMPANY</u>	<u>ADDRESS</u>	<u>PHONE</u>
ANY	SERVPRO CORPORATE		855-363-4847
BLACKLICK	SERVEPRO of NE Columbus	7440 Pingue Dr Columbus, OH	614-888-5700
DAYTON	SERVPRO of SW Dayton	113 Harbert Dr Beavercreek, OH 45440	937-262-9773
(Dayton)	BIO-ONE	3867 W Market St #226 Akron, OH 44333	330-888-5665
DETROIT	SERVPRO of Grosse Pointe	18524 Mack Ave Grosse Pte Farms, MI 48236	313 882-5499
GRAND RAPIDS	SERVPRO of South & North GR	2051 Pine Ridge Dr Jenison, MI 49428	616-217-3356
MANCELONA	SERVPRO of Gaylord	651 Expressway Court Gaylord, MI 49735	989-705-2400
MEDINA	SERVPRO Medina County	400 N State Rd Medina, OH 44256	330-722-4343
(Medina)	BIO-ONE	3867 W Market St #226 Akron, OH 44333	330-888-5665
PITTSBURGH	SERVPRO of West Hills	Pittsburgh, PA	412-299-5520
SOUTHFIELD	SERVPRO of Southfield	1000 N Opdyke Rd Ste E Auburn Hills, MI 48326	248-559-9577
WAUSEON	SERVPRO of Bowling Green	1632 Holloway Rd Holland, OH 43528	419-867-8678
(Wauseon)	BIO-ONE	3867 W Market St #226 Akron, OH 44333	330-888-5665
ZILWAUKEE	SERVPRO of Saginaw/Bay City	470 N Adams St Saginaw, MI 48604	989-752-8644
(Zilwaukee)	GREAT LAKES CLEANING	503 N Euclid Ave Ste 11 Bay City, MI	989-684-8306

VESCO OIL CORPORATION
COVID-19 PREPAREDNESS AND RESPONSE PLAN – Appendix B
State and Local Health Department Contacts

STATE HEALTH DEPARTMENTS

MICHIGAN Department of Health & Human Services

235 S Grand Ave, Lansing, MI 48933

(855) 275-6424

<https://www.michigan.gov/mdhhs>

OHIO Health Department

246 N High St, Columbus, OH 43215

(614) 466-3543

<https://odh.ohio.gov/wps/portal/gov/odh/home>

PENNSYLVANIA Department of Health

(877)724-3258

<https://www.health.pa.gov>

LOCAL HEALTH DEPARTMENTS

Bay City: County Health Department

1200 Washington Ave, Bay City, MI 48708

(989) 895-4009

<https://www.baycounty-mi.gov/health/>

Blacklick/Columbus: Public Health

240 Parsons Ave, Columbus, OH 43215

(614) 645-7417

<https://www.columbus.gov/publichealth/>

Chicago: Department of Public Health

333 S State St Ste 200, Chicago, IL 60604

(312) 747-2374

<https://www.chicago.gov/city/en/depts/cdph.html>

Dayton: Public Health Dayton County

117 S Main St, Dayton, OH 45422

(937) 225-5700

<https://phdmc.org/>

VESCO OIL CORPORATION
COVID-19 PREPAREDNESS AND RESPONSE PLAN – Appendix B
State and Local Health Department Contacts

Detroit: Detroit Health Department

100 Mack Ave, Detroit, MI 48201

(313) 876-4000

<https://detroitmi.gov/departments/detroit-health-department>

Grand Rapids: Kent County Health Department

700 Fuller Ave NE, Grand Rapids, MI 49503

(616) 632-7590

<https://www.accesskent.com/>

Mancelona: Health Department of Northwest Michigan

205 Grove St, Mancelona, MI 49659

(800) 432-4121

<http://www.nwhealth.org/>

Medina: County Health Department

4800 Ledgewood Dr, Medina, OH 44256

(330) 723-9688

<https://medinahealth.org/>

Pittsburgh: County Health Department

1400 East College Avenue, McAlester, OK 74501

(918) 423-1267

https://www.ok.gov/health/County_Health_Departments/Pittsburg_County_Health_Department/

Saginaw: Public Health Department

Address: 1600 N Michigan Ave Ste 307, Saginaw, MI 48602

Phone: (989) 758-3800

<https://www.saginawpublichealth.org>

Southfield: Oakland County Health Department

27725 Greenfield Rd, Southfield, MI 48076

(248) 424-7000

<https://www.oakgov.com/health/services/disease-prevention/immunizations/Pages/default.aspx>

Wauseon: Fulton County Health Department

606 S Shoop Ave, Wauseon, OH 43567

(419) 337-0915

<http://fultoncountyhealthdept.com/>