

VIVALON UPDATED COVID-19 POLICY

INTRODUCTION

This COVID-19 Policy including vaccination, testing, and face covering use applies to all employees of Vivalon.

All employees are expected to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing and wear a face covering at the workplace.

Employees may request an exception from vaccination requirements (if applicable) if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by contacting the Human Resources department. All such requests will be handled in accordance with applicable laws and regulations and Vivalon's applicable policies and procedures.

SYMPTOM SCREENING

Employees are required to take their temperature before beginning work. You may take it at home before you leave for work or take it upon arrival at work via a touchless thermometer (hand-held or wall mounted). A temperature of greater than 100.4 is cause for you to not report to work.

Employees who are onsite are required to complete Vivalon's online Symptom Screening Survey each day. Drivers will be prompted to complete the survey when they clock in. Other employees can complete the survey via the Self-Service Portal in Paylocity (and will receive a daily email to complete the survey).

EMPLOYEE NOTIFICATION OF COVID-19 AND REMOVAL FROM THE WORKPLACE

Vivalon will require employees to promptly notify their supervisor or the Human Resources department when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider. Absence from work due to COVID-19 is subject to the same policies as other absences for a serious health condition as described in Vivalon's Employee Handbook.

Medical Removal from the Workplace

Vivalon has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. Vivalon will immediately remove an employee from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical

care, as appropriate). In some circumstances, an employee may be approved to work remotely.

Return to Work Criteria

For any employee removed because they are COVID-19 positive, Vivalon may keep them removed from the workplace until the employee receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing; meets the return to work criteria in CDC's "Isolation Guidance"; or receives a recommendation to return to work from a licensed healthcare provider.

Under CDC's "Isolation Guidance," asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If an employee has severe COVID-19 or an immune disease, Vivalon will follow the guidance of a licensed healthcare provider regarding return to work.

Employee Responsibilities

Immediately report to your supervisor or a member of the HR department any of the following (whether it occurs on a work day or a non-work day). This allows Vivalon to respond quickly to reduce further spread, protect others from exposure and allow others to test more quickly.

- You have COVID-19 symptoms
- You test positive for COVID-19
- You were exposed to someone who is positive for COVID-19
- You had close contact with someone who is positive for COVID-19 (less than 6 feet for a cumulative total of 15 minutes or more)
- Your household member is positive for COVID-19

Follow prevention protocols while at work including proper use of face coverings; practice social distancing (6 feet or more); frequently sanitize / wash hands (20 seconds); avoid touching your eyes, nose or mouth with unwashed hands; practice good respiratory etiquette (cover coughs and sneezes or coughing/sneezing into your elbow/upper sleeve).

If you are sick any day of the week (including non-work days), call your supervisor to report your symptoms; if it's a work day, stay home.

If while at work you develop symptoms of COVID-19 or become sick, notify your supervisor and go home.

Adhere to the testing and vaccination policy. If you are unable to do so, talk with your supervisor or a member of the Human Resources department.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

WHAT TO EXPECT FROM YOUR SUPERVISOR

Supervisors have unique responsibilities during the COVID-19 pandemic. Employees can expect Vivalon supervisors will:

- Monitor the proper use of face-coverings at all times and ensure that employees practice social distancing whenever possible.
- Send home any employee who has symptoms when they arrive at work, become sick during the day, or show any signs or symptoms of COVID-19.
- Reinforce the need for employees to immediately report to their supervisor or a member of the Human Resources department any of the following (whether it occurs on a work day or a non-work day):
 - Employee has COVID-19 symptoms
 - Employee tests positive for COVID-19
 - Employee was exposed to someone who is positive for COVID-19
 - Employee had close contact with someone who is positive for COVID-19 (less than 6 feet for a cumulative total of 15 minutes or more)
 - Employee's household member is positive for COVID-19

(Supervisors will report any of the above to the Human Resources department who will determine actions related to Vivalon's expectations with regard to quarantine, isolation and/or testing).

FACE COVERINGS

Face coverings continue to be required for all staff, regardless of vaccination status, when indoors and when occupying a vehicle with another person for work purposes.

Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Employees may obtain face coverings from Vivalon at Guest Services (Healthy Aging Center) or Dispatch (Transportation).

The following are exceptions to Vivalon's requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where Vivalon has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons

related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

VACCINATED EMPLOYEES

New: Proof of Vaccine

Due to a new requirement for employers to maintain proof of employee vaccination, all vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status is submitted via Paylocity's COVID-19 Vaccination & Testing Tracking module.

Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances Vivalon will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine.

Employees must provide truthful and accurate information about their COVID-19 vaccination status and documentation.

New: Booster Shots

Vaccinated Vivalon employees are expected to get the COVID-19 booster shot by February 1, 2022. Find a vaccine or booster appointment here: <https://myturn.ca.gov/> Employees will

be required to submit proof of booster shot vaccination via Paylocity's COVID-19 Vaccination & Testing Tracking module. Employees must provide truthful and accurate information about their COVID-19 vaccination status and documentation.

SUPPORTING COVID-19 VACCINATION

Employees will be paid for time to receive a vaccine or booster. Employees will also be paid if they must miss work due to side-effects from the vaccine or booster.

The following procedures apply for requesting time to obtain the COVID-19 vaccine or recover from side effects:

Communicate to your Supervisor in advance if you will need time away from work to obtain a COVID-19 vaccination (including booster) or to recover from effects of the COVID-19 vaccination (or booster). Your Supervisor will approve the time away from work and ensure you are paid properly.

UNVACCINATED EMPLOYEES – ADDITIONAL REQUIREMENTS

As of January 4, 2022, unvaccinated employees will be required to undergo weekly COVID-19 testing.

New: Weekly COVID-19 Testing

If an employee is not fully vaccinated (e.g., if they are granted an exception from the mandatory vaccination requirement because the vaccine is contraindicated for them), the employee will be required to comply with this policy for testing.

(A) must be tested for COVID-19 at least once every seven days; and

(B) must provide documentation of the most recent COVID-19 test result via Paylocity's COVID-19 Vaccination & Testing Tracking module no later than the seventh day following the date on which the employee last provided a test result.

You may consult your health care provider about testing and find information about testing in your area here:

Marin <https://coronavirus.marinhhs.org/testing#where>

Sonoma <https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

San Francisco <https://sf.gov/find-out-about-your-covid-19-testing-options>

Curative offers multiple testing locations, fairly easy online scheduling and typically quick results. You may also call (888) 702-9042. <https://curative.com/>

Employees must provide truthful and accurate information about their COVID-19 testing results.

NEW HIRES

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

CONFIDENTIALITY AND PRIVACY

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

PAYLOCITY'S COVID-19 VACCINATION & TESTING TRACKING

Collection of vaccination and testing information will be simplified by a new feature in Paylocity. Employees will provide information and documents via the mobile Paylocity app or via the Desktop. An update on how and when to do this will be sent out to all employees.

TRAVEL

Vivalon will follow the current CDC guidelines which can be viewed at the website link below. Employees who travel are responsible for being familiar with this guidance including requirements for testing and quarantining. Employees are expected to plan ahead for any time away from work required for testing and/or quarantining and use Paid Time Off for this time.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

POLICY CHANGES

This policy is subject to change based on local, state, federal and industry guidance as well as our own circumstances and business needs.