Excel Services, Inc.

Disease Prevention Policy

Purpose

Excel Services, Inc. Disease Prevention Policy (DPP) will promote the safety of our employees, customers and partners to mitigate the risk of spreading the disease. This will include the common cold, various flus, the COVID-19 (Corona Virus), and will include any others that will/may arise. This policy is our statement of our preparedness and ongoing management of potential risks.

Action

In the spirit of transparency, Excel Services, Inc.'s actions will include: the appointment of a senior executive to lead our response task team - Carl Smith, our CFO. Participants on this task team will include Lisa Ayers, our Accountant; and Cindy Tarr, our HR Manager. This task team will meet daily or as needed to review any new information, to update the policy as needed, and to relay this information to our employees.

Preparations

The DPP task team will follow all CDC recommendations and guidelines for updates and alerts. Notices will be sent out to employees' email and cell phones.

Risk Assessment

The immediate risk of being exposed to the COVID-19 (Corona Virus) is still low for most Americans, but as the outbreak expands, that risk will increase. The following list shows that some people are at high risk of getting very sick from this illness. This includes:

- Older people with risk increasing by age
- People who have serious chronic medical conditions like:
    - Heart disease
    - Diabetes

- o Lung disease

Business Continuity

Excel Services, Inc. are adding additional measures to sanitize and wipe down common areas such as bathrooms, entry doors, lunchrooms/kitchen areas, conference areas and copiers/computers.

We will work closely with our partners in business to certify that our employees are healthy and able to perform work. We will send our employees home at the first sign of exposure or illness.

What May Happen

As more and more cases are spreading, gatherings of large numbers of people may be cancelled. Schools, childcare centers, and workplaces may experience more absenteeism.

Preparedness

The following are steps listed here to help prevent further spread of any virus:

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Cough or sneeze into your elbow if no tissue is available
- Clean and disinfect touched objects and surfaces using a regular household cleaning spray or wipe. This includes door handles, computer keyboards, light switches, etc.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing
- 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 hands are visibly dirty

Expectations

- Employees are asked to stay home, or if able to, work remotely if they have any symptoms of illness
- Seek medical help if symptoms worsen

- Keep your direct supervisor apprised of your condition

Symptoms to Watch For

- Symptoms of the COVID-19 (Corona Virus) include:
  - Fever
  - Dry cough
  - Difficulty breathing
- Symptoms of the flu include:
  - Fever
  - Cough
  - Congestion
  - Sore throat
  - Muscle aches
  - Fatigue & weakness
  - Chills & sweats
- Symptoms of seasonal allergies:
  - Sneezing
  - Itchy nose, eyes or room of the mouth
  - Runny, stuffy nose
  - Watery, red or swollen eyes

Return to Work

- Must be fever-free without medication for 24 hours
- Call your direct supervisor every couple of days to check in and update status
- Continue to follow hand washing procedures

Respectfully,

Brian Waltrip

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Excel Services, Inc.