

PLAN FOR COVID-19 EXPOSURE, PREVENTION, PREPAREDNESS AND RESPONSE

POLICY

NeoSystems takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, NeoSystems must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan (“Plan”) to be implemented, to the extent feasible and appropriate, throughout NeoSystems and at all of our jobsites. NeoSystems has also identified a team of employees to monitor the related guidance that U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available.

This Plan is based on information available from the CDC and OSHA at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, the Governor of the Commonwealth of Virginia and other public officials including those in geographic areas in which employees live and work. NeoSystems may also amend this Plan based on operational needs.

RESPONSIBILITIES OF EMPLOYEES

NeoSystems is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, everyone must play their part. As set forth below, NeoSystems has instituted various housekeeping, social distancing, use of personal protective equipment (PPE), and other best practices at our jobsites. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact the Vice President of Human Capital.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing
- Fever (CDC considers a person to have a fever when he or she has a measured temperature of 100.4oF or greater, feels warm to the touch, or gives a history of feeling feverish)
- Shortness of breath or difficulty breathing
- Sore Throat
- New loss of sense of taste or smell
- Early symptoms such as chills, muscle pain, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

JOB SITE PROTECTIVE MEASURES

NeoSystems has instituted the following protective measures at all jobsites.

General Safety Policies and Rules

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- Avoid person-to-person contact such as shaking hands. Do not congregate in work rooms, pantries, kitchens, copier rooms or other areas where people socialize.
- Employees must avoid physical contact with others and shall direct others to increase personal space to at least six (6) feet, where possible.
- If a face-to-face meeting is unavoidable, the meeting time should be for a limited period of time, in a large meeting room, in groups of 10 people or less, and participants must remain at least six (6) feet apart.
- Employees are to stagger breaks and lunch periods where space is limited, to reduce the size of any group at any one time to no more than ten (10) people.
- Employees are to store food in their office or cubicle, or purchase take-out meals. No food or drink is to be left out in a common area or stored in the refrigerator. All food and drink must be discarded

or taken home at the end of each business day. Food items that are still in their original packaging (chips and other snacks) may be left in the employee's workspace overnight if sealed and put in a drawer or cabinet.

- Employees should limit the use of co-workers' supplies and equipment. To the extent supplies and equipment must be shared, NeoSystems will provide alcohol-based wipes to clean supplies and equipment before and after use. When cleaning supplies and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- If practicable, each employee should use the same workspace each day.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.
- Employees must sanitize their work areas upon arrival, throughout the workday, and immediately before departure. NeoSystems will provide alcohol-based wipes for this purpose.
- NeoSystems has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used shared space, supplies, and equipment, and other elements of the work environment to the extent reasonably practicable.

Job Site Visitors

- The number of visitors to a NeoSystems jobsite will be limited to only those necessary for the work.
- All visitors will be screened by NeoSystems before entry into the job site with temperature checks and symptom screens. If the visitor answers "yes" to any of the following questions, he/she should not be permitted to access the jobsite:
 - Have you been confirmed positive for COVID-19?
 - Have you been in close contact with any persons who has been confirmed positive for COVID-19?
 - Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?
 - Are you currently experiencing, or have you recently experienced any of the following:
 - A fever (100.4°F or higher) or a sense of having a fever?
 - A cough that cannot be attributed to another health condition?
 - Shortness of breath that cannot be attributed to another health condition?

- Chills that cannot be attributed to another health condition?
 - A sore throat that cannot be attributed to another health condition?
 - Muscle aches (myalgia) that cannot be attributed to another health condition or specific activity (such as physical exercise)?
- Site deliveries will be permitted but should be properly coordinated in line with NeoSystems' minimal contact and cleaning protocols.

Personal Protective Equipment and Work Practice Controls

- Face coverings will be provided and must be worn when at a NeoSystems jobsite. If an employee is working at their desk and no one is within 6 feet of them, they should be able to work without the mask. However, if they move around the office, they should wear a mask, and they should always have a mask handy at their desk so that if someone needs to approach them to ask a question, etc., they can put the mask on. CDC guidance for face masks include the following:
 - Fit snugly but comfortably against the side of the face
 - Be secured with ties or ear loops
 - Include multiple layers of fabric
 - Allow for breathing without restriction
 - Be able to be laundered and machine-dried without damage or change to shape.
- Face coverings must be worn during any temperature scans to avoid potential virus spread to detector.

JOBSITE EXPOSURE SITUATIONS

Employee Exhibits COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms and has not received a physician's diagnosis, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants), and 10 days have passed since symptoms first appeared. NeoSystems will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days) and 10 days have passed since symptoms first appeared. To the extent practical, employees are required to obtain a doctor's note clearing them to return to work. If symptoms worsen the employee should seek medical assistance and/or be tested for COVID-19.

Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least fourteen (14) days have passed since the date of his or her first positive test, and employee meets the criteria set forth below. Employees who test positive and are directed to care for themselves at home may return to work when at least fourteen (14) days have passed since symptoms first appeared, and employee meets the criteria set forth below. Employees who test positive and have been hospitalized may return to

work when directed to do so by their medical care providers. NeoSystems may require an employee to provide documentation clearing his or her return to work.

Employees with COVID-19 who have stayed home at least fourteen days as described above can stop home isolation and return to work when they have met one of the following sets of criteria:

- Option 1: If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined **an employee will not have a test** to determine if they are still contagious, the employee can leave home and return to work after these three conditions have been met:
 - The employee has had no fever for at least 72 hours (that is, 3 full days of no fever without the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, cough or shortness of breath have improved)
AND
 - at least 10 days have passed since their symptoms first appeared.

- Option 2: If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined **the employee will be tested** to determine if the employee is still contagious, the employee can leave home after these three conditions have been met:
 - The employee no longer has a fever (without the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, cough or shortness of breath have improved)
AND
 - they received two negative tests in a row, at least 24 hours apart. Their doctor should follow CDC guidelines.

Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet or less for a prolonged period of time.

If NeoSystems learns that an employee has tested positive, NeoSystems will conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, NeoSystems will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a

manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

Employee Reports COVID-19 Symptoms Upon Arrival to Work

If an employee reports COVID-19 symptoms upon arrival to work, the NeoSystems will immediately isolate the ill person from others and ask that person to wear a facemask or cloth face covering. If the person is experiencing any medical emergency or emergency warning signs of COVID-19, including, but not limited to, trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, or bluish lips or face, NeoSystems will call 911 and notify the operator that the person might have COVID-19. Otherwise, the employee will be advised to leave the job site and report to his or her healthcare provider or a healthcare facility.

CONDITIONS OF RETURNING TO WORK

Employees will be allowed to return to work upon meeting the following prerequisites:

- State and/or local area government for your assigned work location has lifted stay-at-home directives and given clear guidance on return requirements.
- Employee has not come into contact with any COVID-19 infected persons within the past 14 days.
- Employee has not exhibited symptoms of COVID-19 in the past 14 days, as described above.
- Employee has self-screened prior to arriving at work by taking their temperature with a reading of less than 100.4 degrees.
- Employee presents a doctor's note clearing them to work after a period of quarantine due to illness or exposure to an infected person.
- Employee agrees to submit to a temperature scan upon arrival at work with a reading of less than 100.4 degrees.
- Employee agrees to submit to a COVID-19 symptom and exposure screen upon arrival at work and successfully completes the same.
- Employee must have passed training on all COVID-19 protocols and have a record of passing score before re-entry to the workplace.
- **Employee has read and understood the COVID-19 safety procedures in this Plan and acknowledges the same.**

BUSINESS TRAVEL

Travel for business is subject to federal, state and local regulations and restrictions. In cases where essential travel is required, it will be limited and subject to prior approval of the Senior Vice President and CEO. Employees are advised that if they must travel to take additional precautions and preparations, including without limitation:

- Minimize/eliminate non-essential travel in accordance with state and local regulations and guidance.
- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each area where you will travel. Specific travel information for travelers going to and returning from areas with travel advisories, and information for aircrew, can be found on the CDC website.

- Perform self-checks for symptoms of COVID-19 before starting travel and to notify their supervisor and stay home if they are sick.
- Employees who become sick while traveling or on temporary assignment must notify their supervisor and promptly call a healthcare provider for advice if needed.

CLIENT JOB SITE

NeoSystems strives to ensure the health and safety of their employees in all work locations, including when an employee is asked to work at a client's site. In cases where a client requests that our employees perform at their location, the client will be provided with a copy of this Policy and will be asked to confirm that they will abide by the requirements included herein. Employees will not be requested to work at client sites where reasonable precautions are not in place to ensure their safety. Employees are instructed to notify their supervisor if unsafe conditions exist after arriving at the client site and may be removed if conditions warrant. In such cases the work will be completed via remote delivery with required coordination with the client. If the employee is concerned about their personal risk to the point that they decline to work at a client site, they are expected to convey their concern to their supervisor. Employees will not be required to perform work at a client jobsite if they:

- Are experiencing symptoms of COVID-19,
- Have had recent contact with a person diagnosed with or experiencing COVID-19 symptoms or;
- Have underlying health conditions or disabilities which qualifies under the Americans with Disability Act (ADA).

COMPLIANCE

Employees are required to have knowledge of and adhere to the policies and procedures set forth in this document. Employees must sign a document acknowledging their understanding and acceptance of these procedures before entering a NeoSystems workplace or client site.

Employees found to be in non-compliance with NeoSystems COVID policy and procedures will be sent home and/or subject to disciplinary action up to and including termination.

If a confirmed case of COVID-19 is reported, NeoSystems will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

If an employee has a confirmed case of COVID-19, NeoSystems will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

NeoSystems' assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, NeoSystems will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.