

## R-V Industries COVID-19 Action Plan

March 13, 2020

The global status of the coronavirus (COVID-19) is evolving daily, and R-V is taking a thoughtful, deliberate approach to the situation. Our thoughts and prayers are with the many families around the world who have been affected by this crisis. We are especially mindful of our own families for whom this issue may be a prominent worry or concern.

We have created a very thorough Pandemic Crisis Plan. This Action Plan is intended to outline key items/activities from that plan. Our team is continually monitoring news reports as well as governmental and health agencies' communications such as the Centers for Disease Control and Prevention (CDC) to monitor COVID-19 and is actively working to ensure that the most up-to-date CDC guidance is quickly and accurately disseminated. Below are some key actions to be taken immediately. Updates will be posted on our website and distributed via Swift 911, our emergency contact system.

### **ATTENDANCE**

- Follow standard call-off procedures. Anyone who has 1) been diagnosed 2) exposed to someone who has been diagnosed or 3) is experiencing symptoms is not to report to work and should notify HR.
- **Office**
  - Starting next week, the Company will request, or permit select employees to work remotely to minimize business interruption. This will be determined as technology and work priority dictate. You must follow established approval and out-of-office calendar requirements. All employees working remotely should ensure your office phones are forwarded to your mobile phone or an alternate phone number should be left on your voicemail.
- **Shop**
  - No attendance points will be incurred if you self-quarantine due to suspected COVID-19 exposure, diagnosis, or care of a family member.

### **VISITORS**

- **All outside visitors should be limited until further notice (Suppliers, Customers, Employment Candidates, Family Members). All visitors must be approved in advance by a member of an Executive Management Team.**
- Delivery drivers are excluded from this notice requirement but should be restricted to the loading dock areas. Shippers/Receivers will be fitted for respirators to reduce exposure from outside delivery personnel.
- Employment Candidates – Phone and video interviews are preferred.

## **SALES**

- Customer visits
  - Limit client visits to those deemed a necessity.
  - No international travel.
- Trade Shows – We will not be exhibiting at trade shows until further notice.
- Clients will be notified we are considering the pandemic a force majeure (“Superior Force”) event, which could impact deliveries depending on the magnitude of disruption to operations. This is a requirement in most contracts when causes out of our control could affect deliveries. Clients should communicate with their R-V contact for specific details.

## **PURCHASING**

- Evaluate possible material supply interruptions and make recommendations to VP Finance for inventory buys to minimize work impact.

## **MAINTENANCE**

- Ensure HVAC system filters are optimized to minimize virus impact and replacements are completed per manufacturers suggestion.
- Ensure cleaning staff performs daily sanitization of all high use communal items such as door handles, bathrooms, desks, phones, stairwell handrails, etc.

## **MEETINGS/ LUNCH**

- Reduce in-person meetings and schedule virtual meetings or conference calls wherever possible. In-person meetings should be limited to small groups to ensure the recommended distance of six feet can be maintained between participants.
- Avoid typical gatherings in lunch areas and eat in your own workspace.
- Eliminate communal sharing of food/drink items.

## **PREVENTIVE ACTIONS IN OUR FACILITIES**

A concentrated focus on prevention and precautionary measures will continue to help protect our employees:

- We are purposely educating employees about best hygiene practices to help decrease the spread of any flu or virus. We have issued a tool-box talk and notices about handwashing techniques, covering one’s mouth and nose when sneezing or coughing, avoiding touching one’s eyes, nose and mouth, and staying home if sick.
- We will supply sanitizing supplies as available.
- Respirators are available for shop employees as an additional precaution.

## STEPS TO AVOID ILLNESS

In several prior emails, we have shared common, practical protocols to avoid illness. Best practices to help prevent or minimize illness include:

- Getting a flu shot and taking flu antivirals if prescribed.
- Staying home when you are sick.
- Frequently washing your hands with soap and water for at least 20 seconds and then drying them completely. If you cannot wash your hands, using an alcohol-based hand sanitizer is recommended.
- Covering your nose and mouth with a tissue when coughing or sneezing. If no tissue is available, attempt to cough or sneeze in the crook of your arm.
- Avoid touching your eyes, nose and mouth – germs easily spread!
- Monitoring your symptoms.

We encourage you to educate yourself on the topic to avoid unnecessary anxiety. The resources listed below may be helpful in how to best understand and explain the current crisis.

- The World Health Organization (WHO) [website](#). This site has general information and a [video](#) on the [coronaviruses](#).
- CDC <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- U.S. State Department [website](#).
- Johns Hopkins Medicine, [Coronavirus Disease 2019 v. the Flu](#)

Thank you for your continued cooperation. Be assured we are focused on preventing this virus at our facilities and thoughtfully preparing for various scenarios that promote a healthy workplace.