Memo

To: VEC Employees

From: Blaine Warzecha, General Manager

Date: March 26, 2020

Re: COVID-19 Update

Currently in the US the cumulative cases totals 75,233 with 1,396 in Texas. Locally there remains 3 cases in Victoria, 2 in Calhoun with 1 in Dewitt county.

During today’s Victoria Emergency Management Press Conference substantial amount of time was spent on the risk levels.

Low risk is someone that has been in the same room with a symptomatic individual for 10 minutes or more.

Medium risk is when someone is within 6 feet of a symptomatic individual for 10 minutes or more.

High risk is when you begin exhibiting signs such as fever, cough and breathing difficulty.

As mentioned during the employee meeting, we will continue to remain in Alert Level 3 but will continue planning for the next level even though I am confident we will not need to progress to Level 4.

So you are aware, the US Senate voted yesterday to approve a 2 trillion spending/support package for those impacted by COVID-19. The House of Representatives will vote on Friday on the same bill.

As a result of the existing cases, we will continue to operate as we currently are and will continue to monitor the progression of COVID-19. With the weekend coming, please continue to maintain social distancing, increased hygiene and hand washing as well as complying with the small groups of no more than 10.

While it appears to not be spreading in Victoria, there is no evidence that it has been contained and we should still expect additional community transmission. While we are not preventing travel outside of our service area, we are encouraging everyone to stay at home and definitely avoid larger cities. Please be mindful that our decisions directly impact your family and fellow employees.
Alert Level 3 also consists of the following:

- Only essential business travel is authorized
- All training, conferences, etc. are cancelled
- Onsite access to vendors is no longer allowed, except for those that have already been on site daily (Irby, JC Communications)
- Quarantines for employees traveling out of state or in hot zones may be required
- Employees will be notified if a case is diagnosed at VEC

It is important to understand that a diagnosis requires the employee to notify the employer, followed by quarantine. In addition, a COVID 19 exposure may require quarantine as well dependent upon the circumstances.

*If you do feel sick, call your doctor rather than just go to the ER or clinic.*

- The virus is thought to spread mainly from person-to-person.
  - 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.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

*Clean your hands often*

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

*Avoid close contact*

- Avoid close contact with people who are sick
- Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.

*Stay home if you're sick*

- Stay home if you are sick, except to get medical care.

*Cover coughs and sneezes*

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
• Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**Wear a facemask if you are sick**

• If you are sick: You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider’s office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room.

• If you are NOT sick: You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.

**Clean and disinfect**

• Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

• *If surfaces are dirty, clean them:* Use detergent or soap and water prior to disinfection.

If you have any questions, please do not hesitate to contact me.

Thank you