

VanDyk's Response AND How to respond appropriately to (suspected) cases of Infection within the Company.

VanDyk has taken measures to reduce the spread of the Coronavirus by implementing its Business Continuity Plan (BCP) which includes direction for employees to work from home. A BCP is a document that outlines how a business will continue operating during an unplanned disruption in service. It contains contingencies for every part of the business that might be affected.

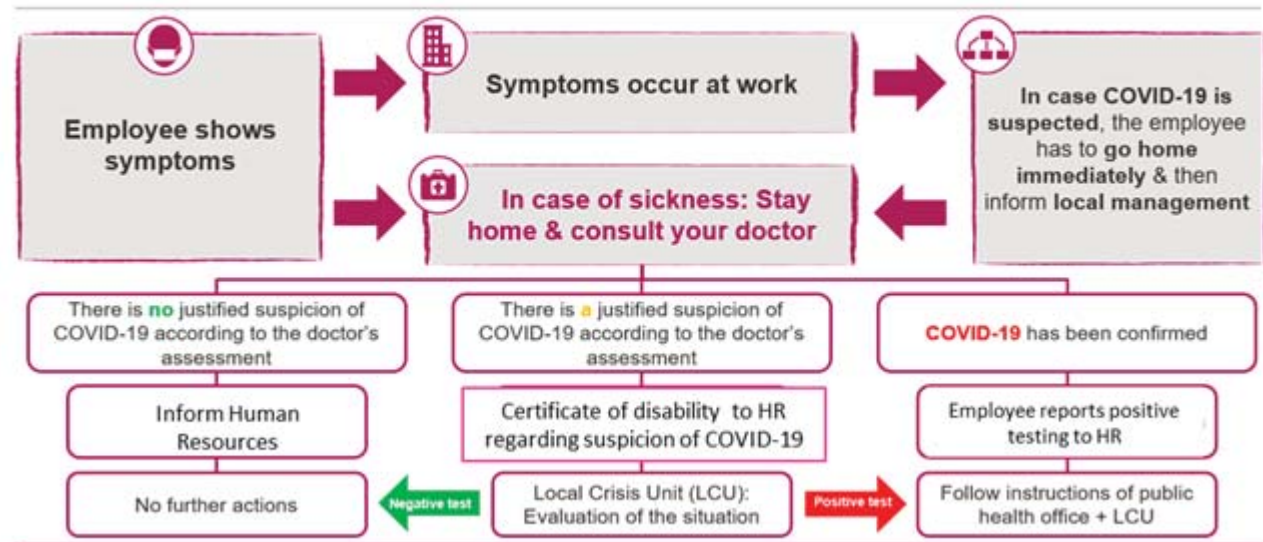
To help employees and executives take the right action, please follow the recommendations provided in the flowchart. If you or a colleague:

- Show any symptoms
- Have returned from travel or,
- Have been in contact with known infected persons

Please follow these recommendations and remain cautious.

A fitness for duty certification from their physician may be required by Human Resources.

1 Process in case of symptoms



2 Process in case of return from risk countries & category I contacts



* According to the Robert-Koch-Institut

** For category II contacts there will be an individual assessment if they need to stay at home.

The next two pages include the *President's Coronavirus Guidelines for America*.

THE PRESIDENT'S CORONAVIRUS GUIDELINES FOR AMERICA

15 DAYS TO SLOW THE SPREAD

Listen to and follow the directions of your **STATE AND LOCAL AUTHORITIES**.

IF YOU FEEL SICK, stay home. Do not go to work. Contact your medical provider.

IF YOUR CHILDREN ARE SICK, keep them at home. Do not send them to school. Contact your medical provider.

IF SOMEONE IN YOUR HOUSEHOLD HAS TESTED POSITIVE for the coronavirus, keep the entire household at home. Do not go to work. Do not go to school. Contact your medical provider.

IF YOU ARE AN OLDER PERSON, stay home and away from other people.

IF YOU ARE A PERSON WITH A SERIOUS UNDERLYING HEALTH CONDITION that can put you at increased risk (for example, a condition that impairs your lung or heart function or weakens your immune system), stay home and away from other people.



For more information, please visit
CORONAVIRUS.GOV

THE PRESIDENT'S CORONAVIRUS GUIDELINES FOR AMERICA

DO YOUR PART TO SLOW THE SPREAD OF THE CORONAVIRUS

Even if you are young, or otherwise healthy, you are at risk and your activities can increase the risk for others. It is critical that you do your part to slow the spread of the coronavirus.

Work or engage in schooling **FROM HOME** whenever possible.

AVOID SOCIAL GATHERINGS in groups of more than 10 people.

Avoid eating or drinking at bars, restaurants, and food courts – **USE DRIVE-THRU, PICKUP, OR DELIVERY OPTIONS.**

AVOID DISCRETIONAL TRAVEL, shopping trips and social visits.

DO NOT VISIT nursing homes or retirement or long-term care facilities unless to provide critical assistance.

PRACTICE GOOD HYGIENE:

- Wash your hands, especially after touching any frequently used item or surface
- Avoid touching your face
- Sneeze or cough into a tissue, or the inside of your elbow
- Disinfect frequently used items and surfaces as much as possible

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Should you have any questions, please contact Margarita Hays at: mhays@vandykmortgage.com