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## INTEROFFICE MEMORANDUM

TO: All USA Employees of Precision Resource and American Heat Treating

FROM: Kaveh Vafaei, Managing Director  
Joe Tristine, HR Director

DATE: March 18, 2020

SUBJECT: Employee Notice - Coronavirus (COVID-19)

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This notice supplements the notices issued on March 3 and 16, 2020 with more information regarding COVID-19 and the Company's response:

(1) [CDC Guidance - What to do if you are sick](#): This link will tell you what to do if you have or think you have the COVID-19 virus. Steps include the following:

- a. This link contains guidance on symptoms of COVID-19: [CDC Guidance-COVID-19 Symptoms](#)
- b. If you experience any COVID-19 symptoms, you should call your Primary Care Physician or medical health provider, who will advise you on next steps. Do not visit a medical facility without calling ahead. Other options include:
  - i. *Teledoc*. You can utilize Teledoc (our tele-medicine plan option) to speak to a board certified physician from home. Please see attached flyer for more information, including how to register and use the service.
  - ii. *Aetna 24-Hour Nurse Hotline*. Please see attached flyer for more information.
  - iii. *Local Resources*. Local health department or specific COVID-19 hotlines:

*Orange County Department of Health Referral Line -  
available 8 am – 5 pm daily: 1-800-564-8448  
Non-Medical Questions – Emergency Operations Center –  
Public Information Hotline: 714-628-7085*
- c. Older adults and people who have severe underlying chronic medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. People in these categories should call their doctor immediately if they experience any symptoms, even if mild.
- d. Until further testing kits are available, testing is only available if your doctor orders a test and your case meets CDC and laboratory testing guidelines. It is likely that you

will be tested only if your symptoms are severe or you are in a high risk category. This situation will change as more testing kits and drive-through locations become available. Your doctor will be able to advise you.

- e. If you have, or are suspected of having, the COVID-19 virus, or if you have experienced respiratory illness with fever even if you have not tested positive for the virus, you will need to self-quarantine at home for the CDC-recommended period of time (basically until you have no more symptoms, 72 hours with no fever without any fever-reducing medication, and at least 7 days since symptoms first appeared) and will be able to return to work only after meeting the conditions specified in the section “How to discontinue home isolation” in the link: [CDC Guidance - What to do if you are sick](#).
  - f. If you are caring for yourself at home, please follow these guidelines: [CDC Guidance-Caring for yourself at home](#).
  - g. All employees should self-monitor at home for any symptoms, including taking their temperature. If you have a fever or start feeling any COVID-19 symptoms, do not come to work. Stay home and follow the guidance listed above.
  - h. If you are at work and start feeling ill, regardless of the reason, please inform your supervisor of your symptoms and go home immediately. Your HR Manager or supervisor may ask you about your symptoms. Please keep the Company informed of your symptoms and progress while you are out.
- (2) **Benefit Plan Enhancements:** See [this Aetna link](#) for more information from Aetna and CVS regarding the COVID-19 virus and benefit plan enhancements. In order to assist employees during this time, we have adopted the following plan changes while this situation lasts:
- a. Waiver of Teledoc co-pays. The Company will waive all co-pays for Teledoc, whether COVID-19 related or not, on all benefit plans. This will assist employees in getting needed care without having to leave the house.
  - b. Mail Order Pharmacy. Please take advantage of the mail-order pharmacy program to get all of your prescriptions filled. This will assist employees in getting needed medications without having to leave the house. Please see attached flyer for more information.
  - c. Early Refills. In addition, Aetna members may receive an early refill on 30-day prescription maintenance medications at any network pharmacy. A member may receive up to a maximum of a 90-day supply of medication through early refills. A valid prescription from a provider is still required.
  - d. COVID-19 Testing. If you are approved for COVID-19 testing, the Company will pay the cost of the testing through the insurance plan.

Links used in this memo:

***CDC Guidance - What to do if you are sick:***

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

***CDC Guidance-COVID-19 Symptoms***

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

***CDC Guidance-Caring for yourself at home***

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/caring-for-yourself-at-home.html>

***Aetna link***

[https://www.aetna.com/individuals-families/member-rights-resources/need-to-know-coronavirus.html#acc link content section responsivegrid copy responsivegrid accordion 1336905482\\_2](https://www.aetna.com/individuals-families/member-rights-resources/need-to-know-coronavirus.html#acc-link-content-section-responsivegrid-copy-responsivegrid-accordion-1336905482_2)