



Riggs Distler & Company, Inc.

4 Esterbrook Lane

Cherry Hill, NJ 08003

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Date: November 19, 2021

Subject: Coronavirus (COVID-19): Prevention Plan for the Spread of Illness – **Update #16**

To: All Riggs Distler Employees

From: Stephen M. Zemaitatis, Jr. – President & CEO

Riggs Distler is now into our **eighty-eighth (88th)** week of prevention and preparedness. **Currently unvaccinated people remain the greatest concern: The greatest risk of transmission is among unvaccinated people who are much more likely to get infected, and therefore transmit the virus. Fully vaccinated people get COVID-19 (known as breakthrough infections) less often than unvaccinated people.**

COVID-19 vaccination reduces the risk of COVID-19 and its potentially severe complications. All COVID-19 vaccines currently authorized for use in the United States helped protect people against COVID-19, including severe illness, in clinical trial settings. So far, studies that have looked at how COVID-19 vaccines work in real-world conditions (vaccine effectiveness studies) have shown that these vaccines are working well. You are considered fully vaccinated for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen)). Being fully vaccinated will ensure.

In light of the forthcoming client and federal vaccination mandates, we encourage all employees to get fully vaccinated. Clients may bar unvaccinated people from their property at which time unvaccinated people will encounter hurdles with finding and maintaining employment. Please reference the RDC Centuri Employee Bulletin “RDC Centuri COVID Update_Emergency Temporary Standard**” for further details.**

If you have not already done so, please share your vaccination information by working with your local safety professional to confidentially share your vaccination status. We encourage all employees to participate in this important program which will allow us to understand the health risk within our workforce and to make the best decisions to protect our employees based on that risk.

Fully Vaccinated Employees*:

- Can gather indoors with fully vaccinated people without wearing a mask or staying 6 feet apart.
- Will no longer be required to quarantine from RDC facilities upon returning from travel. Any RDC employee that travels for personal reasons is still required to complete the RDC COVID-19 Travel Questionnaire.
- Can share a vehicle with other fully vaccinated employees without wearing a mask.
- Shall continue to follow all RDC, Client and regulatory COVID-19 guidelines.

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Unvaccinated Employees*:

- Shall wear a mask both indoors and outdoors when 6' social distancing is not possible.
- After personal travel, shall be tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel. Any RDC employee that travels for personal reasons is still required to complete the RDC COVID-19 Travel Questionnaire.
- Are not eligible for Administrative Employee business travel.
- Shall wear a mask when sharing a vehicle with other employees.
- Shall continue to follow all RDC, Client and regulatory COVID-19 guidelines.

Effective 11/29/21 all personnel will be required to report back to their company locations Monday thru Thursday without exception. Friday will remain as a remote work option until further notice.

The following protocols shall remain in place:

- All Riggs Distler Administrative Employees who feel sick shall report their status to their Manager and should Work from Home. If you feel sick, do not report to work.
- All Riggs Distler Field Employees who feel sick should report their status to their Supervisor and should stay home and not report to work. If you feel sick, do not report to work.
- RDC employees shall comply with all company, client and local Face Mask requirements.
- All Riggs Distler Employees are required to complete the attached "Self-Assessment Questionnaire (dated 9/3/2021)". If on the basis of this self-assessment it is not appropriate for you to enter the work environment, please contact your Manager.
- Ed Milukas, Corporate Compliance Director has the sole authority to decide the appropriate RDC response to any Employee that is deemed as not appropriate to enter the work environment via RDC's "Coronavirus (COVID-19) Employee Self-Assessment dated 9/3/2021."

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