

January 19, 2021

To Whom It May Concern:

The Surgical Training Institute LLC (STI) provides training in the use of medical devices that are critical to safe and effective patient treatment. Our staff, facilities, and services fall under the Federal DHS Cybersecurity & Infrastructure Security Agency (CISA) GUIDANCE ON THE ESSENTIAL CRITICAL INFRASTRUCTURE WORKFORCE (June 18, 2020). Under this guidance, STI qualifies as an "essential health care operation." The federal guidance permits travel for essential health care operations under current COVID-19 restrictions, even in the states that mandate travel restrictions.

Of course, the guidance does not prevent our staff from potential COVID-19 exposure. Until this pandemic has run its course and until vaccination programs are proven effective, there may be occasions when STI staff contract the wild-type COVID-19 virus before, during or after deployment on client projects. The purpose of this letter is to inform our Clients of the STI policy for addressing COVID-19 positive staff members and notification of Clients and event attendees.

STI STAFF INFECTED DURING TRAVEL OR PARTICIPATION IN AN STI EVENT:

STI staff members will monitor themselves for symptoms of COVID-19:

SYMPTOMS INCLUDE

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat

Should STI staff exhibit symptoms of COVID-19 while traveling to or attending a training event, they will:

- Immediately isolate themselves from co-workers and event attendees;
- Contact and inform STI management;
- Obtain a PCR diagnostic test for COVID-19.

If the PCR test results are positive, the staff member will return home if possible by non-mass transit or non-airline route (rental car). If they are unable to return home due to illness, distance, or other reasons, then they can make arrangements to isolate in a long-term hotel for the CDC recommended period:

- At least ten days since symptoms first appeared and;
- At least 24 hours with no fever without fever-reducing medication and;
- Other primary symptoms of COVID-19 are improving.

NOTE: Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

CLIENT NOTIFICATION OF POTENTIAL COVID-19 EXPOSURE:

It is STI policy to notify clients and attendees if participants (Client personnel or attendees) have been potentially exposed to a COVID-19 infected STI staff member during the course of an event. The criteria for Client or attendee notification of STI staff infections will include:

1. The STI staff member exhibits COVID-19 symptoms;
2. A COVID-19 infection is subsequently confirmed as evidenced by a positive PCR test;
3. The STI staff member has attended an event where he/she was in close contact with Clients or attendees within five days of initial symptom onset.

Please note, STI will notify the Client’s designated project representative via email. Notification of individual Client personnel or event attendees should be done by the Client in accordance with the Client’s COVID-19 policy.

CLIENT OR ATTENDEE NOTIFICATION WILL COME DIRECTLY FROM STI MANAGEMENT.

STI STAFF COVID-19 INFECTION WHEN NOT ON ASSIGNMENT:

If an STI staff member shows symptoms of COVID-19 when *not* working or participating in an event, the staff member is instructed to get the PCR test to determine if they are positively infected.

If the PCR test results are positive for infection, the Staff member will not return to work or attend a training event for the CDC recommendation period:

- At least ten days since symptoms first appeared and;
- At least 24 hours with no fever without fever-reducing medication and;
- Other primary symptoms of COVID-19 are improving.

STI management will assess staff member’s condition at the end of the isolation period, and make recommendations for further follow-up, or provide written approval for rejoining STI operations.

Please contact the person below if you have any questions.

Sincerely,



Richard Anthony, Ph.D., President