The Covid-19 Coronavirus pandemic has created great challenges for all businesses. We are committed to doing everything in our control to navigate through this difficult environment. Your strict adherence to the policies and procedures included in this document are essential to this goal.

Our first and foremost responsibility is the safety of our employees, their families and the traveling public. To that end, we have created policies that align with guidance from The Centers for Disease Control and Prevention (CDC) and state agencies that will enable employees to continue their work maintaining the essential infrastructure of the country. Please contact your direct supervisor, the Human Resources (HR) or Safety Department should you have questions or concerns. The toll-free number to reach HR or Safety is 800.966.1812.

Government officials in North Carolina, West Virginia, Maryland and Virginia have issued “stay-at-home orders” requiring the closure of all non-essential businesses. Know that all listed states consider our business essential and we are actively performing work in many of these jurisdictions. This work must be conducted in a manner that mitigates the spread of Covid-19 Coronavirus. The policies and practices listed below will allow us to work safely, with minimal exposure to Coronavirus. If we fail to comply with these practices, work may be suspended indefinitely. Compliance is mandatory.

The disruption caused by this pandemic will result in setbacks and will require difficult management decisions. Be assured that we are working diligently to ensure the long-term success of our company. All employees have a responsibility to do all they can to ensure the COVID-19 virus is not spread by their actions. Please review the important information contained in this document that will assist all of us in that effort.

**Coronavirus Symptoms**

These symptoms may appear 2-14 days after exposure: **Fever, Cough, Shortness of breath.**

*If you experience any of these symptoms, STAY HOME – DO NOT REPORT TO WORK – CONTACT YOUR MEDICAL PROVIDER – NOTIFY YOUR SUPERVISOR or HR at 800.966.1812.*

*If symptoms develop while at work, remove yourself from the workforce immediately and notify your supervisor via phone or email.*

**When to Seek Medical Attention**

Per CDC guidance: If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse (after sleep)
- Bluish lips or face

*This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.*
CREW / SHOP / PLANT SAFETY

Supervisors should discuss these items with employees daily. Meeting sizes must be limited to 10 or less employees and social distancing practices must be in place to avoid close contact. Conduct multiple meetings as necessary or use company radios to limit participant count.

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home. If an employee begins displaying symptoms while at work, remove them from the project immediately out of concern for their safety and the safety of others. Inform the employee that you are removing them out of concern and care for their well-being (be compassionate). Ask the employee to contact HR for guidance regarding their leave.
- **Social distancing is a requirement** – Require all employees to remain a minimum of 6 feet apart while working. All personnel have the responsibility to remind each other to stay 6 feet or more apart. Some tasks will not allow this to occur. Every attempt must be made to limit these activities.
- **Do not congregate** at lunch or breaks. Bringing your lunch is encouraged.
- Wash stations with soap and water and/or hand sanitizer must be readily available on each project site. Encourage employees to clean hands often.
- Disinfect all common areas daily. Vehicle/equipment door handles, keys, gear shifts, steering wheel/operator controls and levers, fuel pump dispensers, etc. must be disinfected at the start and completion of every work shift. Disinfect more often if multiple employees are in contact with these surfaces.
- Portable restrooms must be disinfected often (door handles, faucets, etc.). Disinfectants and hand cleaning materials must be present for everyone’s use at portable toilets.
- No communal coolers or drink stations are allowed.
- Do not share cell phones, iPads, pens, or clipboards for signing or any other purpose. Take pictures and record names on sign-in sheet as proof of attendance at meetings.
- Sharing of Personal Protective Equipment (PPE) is strictly prohibited.
- As much as possible, do not share tools or equipment. If a tool or piece of equipment must be shared, the parts of it that are touched should be sanitized between uses.
- **Do not shake hands.**
- Clean hands often by washing with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used.
- Avoid touching your eyes, nose, mouth, or other parts of your face.
- Do not breathe, cough, or sneeze on another person or into the open air. Employees should cover their noses and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- Limit exposure to others. Limit fueling trips, supply trips etc. The first line of communication should be by phone, rather than in-person.
OFFICE SAFETY

- Employees who can perform work remotely must do so. Contact IT if assistance is needed for remote access to servers.
- No visitors/vendors may visit our offices, plants, shop or worksites until further notice.
- No business travel or face-to-face meetings may occur unless absolutely necessary. When necessary, hold meetings in open, well-ventilated spaces and practice social distancing. The first line of communication should be by phone, rather than in-person.
- No overseas work travel is permitted.
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly.
- **Social distancing is a requirement** – Remain a minimum of 6 feet apart while working. All personnel have the responsibility to remind each other to stay 6 feet or more apart.
- Do not share office supplies. Pens, staplers, telephones, etc.

Employees with Possible Exposure to Coronavirus

Employees who have been in close contact with a person who has tested positive for COVID-19 should self-quarantine for 14 days from the date of last contact with the infected individual. Contact Human Resources to inform them of your potential exposure and for guidance regarding self-quarantine. See guidance on the following page.

The CDC defines close contact as being within 6 feet of the infected person for a prolonged period (> 10 minutes) or having direct contact with secretions of a Coronavirus infected individual. Social distancing is required and essential for the safety of you and your co-workers. If you self-quarantine, stay home, avoid public places and contact with others.

Employees absent due to illness must contact Human Resources prior to returning to the workforce at 800.966.1812.
Site Work Guidance

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<tr>
<th>COVID-19 Guidance for Employees/Leadership on Construction Projects</th>
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<tr>
<td><strong>Confirmed Positive (+) Test</strong></td>
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<td><strong>Employee</strong></td>
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<td>Red indicates Covid-19 Positive individual</td>
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<td><strong>Direct Contact</strong></td>
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<td>Interaction with an infected person within 6’ and longer than 10 minutes</td>
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<td><strong>Secondary Contact</strong></td>
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<td><strong>Two or more Persons Removed from Contact</strong></td>
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We are closely monitoring this evolving situation and will keep all employees informed should information updates become available.

Please follow CDC guidance to remain healthy.

**Practice social distancing**
**Wash your hands often**
**Stay home if you feel ill**

For the latest Coronavirus information, visit the CDC website: [www.cdc.gov](http://www.cdc.gov)