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**From:** Mike Heitmann  
**Sent:** Tuesday, March 17, 2020 3:57 PM  
**Subject:** COVID-19 Update 3-17-20  
**Attachments:** Poster.pdf; TBT- SD Says Coronavirus.pdf; Stop Germs Poster.pdf

Good afternoon employee-owners:

Below is an update on our COVID-19 response. The first part is additional information, and the second part contains answers to the questions that have been submitted:

**ADDITIONAL INFORMATION:**

- If you do not have access to email, you can use your cell phone and text your question to [covid19@garney.com](mailto:covid19@garney.com). Based on your cell phone plan, charges may apply. Prepaid phone plans may not allow this function.
- The additional benefits we are providing closely align with the proposed Federal government requirements currently working their way through Congress. Although Garney is not required to provide these benefits (because we are larger than 500 employees), we are moving forward with them to continue focusing on taking care of our employee-owners.
- Please see attached posters to be distributed to our Hourly Field Craft and posted in our regional and jobsite offices.
- Our formal COVID-19 response (preparedness) plan is still being finalized and will be distributed as soon as possible.
- Our plan is to send an email update every afternoon with any new information or new questions that have been submitted.

**QUESTIONS SUBMITTED:**

**1. Do the extra 10 days of PTO expire at some point?**

ANSWER: The 10 additional days are classified as sick leave not, PTO. This additional benefit, as well as the 12 weeks of the Families First Bill (2/3 pay), will expire when the CDC states that the pandemic has ended.

**2. How do the 10 additional days overlap with my current paid leave benefits?**

ANSWER: If you are salaried or office-hourly, the 10 additional days of sick leave will be used prior to using your normal sick leave benefits as outlined in our employee handbook.

**3. Are local or Profit Center trainings not listed in your email cancelled through April 30, 2020?**

ANSWER: Yes. In addition, quarterly shutdowns are cancelled. We will still distribute the quarterly financial information to the field. Hourly Field Craft quarterly incentive payments will be ACH'd as planned.

**4. For the 80 hours of sick leave, I assume this is a maximum 40 hours per week? Or is this 8 hours per day?**

ANSWER: 8 hours per day up to a 40-hour work week (a work week is 7 days.)

Example Scenario: Employee works 10 hours today and then calls in sick rest of week, how many hours do we pay him?

ANSWER: The employee owner would be paid straight time of 42 hours.

Please note this does not apply to union employee-owners who have a specific plan covered by their respective union.

**5. If someone must stay home due to schools being closed, I understand we are going to pay 2/3 of their "normal" wages, up to 12 weeks. What is considered normal wages?**

ANSWER: Normal wages are calculated as the average wages you have earned over the last 6 months of consecutive work (or since hire date if less than 6 months.) You will be paid 2/3 of this amount.

**6. Is it 80 hours of sick pay and then 12 weeks at 2/3 wages for a total of 14 weeks? Or is the 80 hours included in the 12 weeks?**

ANSWER: The 80 hours of sick leave will not be deducted from the 12 weeks. Thus, up to 14 weeks of benefits are available if circumstances are met.

**7. Do the 12 weeks of 2/3 pay require a doctor's note or anything to submit?**

ANSWER: Yes, documentation will be required. HR will provide this paperwork upon request. You will need to provide one of the following:

- i) Doctors note confirming COVID-19 diagnosis.
- ii) Statement from school that it has closed due to COVID-19.
- iii) Statement of Caregiving for someone with COVID-19 diagnosis.

For the additional 80 hours of sick leave, a doctor's note or confirmation of Teledoc call is required.

**8. Does the FMLA start after the 12 weeks of 2/3 pay or does this run parallel with that? Is it 2+12+12 or 2+12 or just 12?**

ANSWER: Family Medical Leave and the Families First Bill (the 2/3 payment piece) run parallel. Thus, the maximum benefit is 2 weeks (sick pay) + 12 weeks (2/3 pay) = 14 weeks.

**9. Is paid time off specifically for the coronavirus or for any illness?**

ANSWER: The additional 10 days of sick leave applies to any illness. If you are sick and requesting additional time off under the Families First Bill (2/3 pay), then a COVID-19 diagnosis is required.

**10. How are we paying for this and/or where should these costs be charged?**

ANSWER: Charge these costs to job 41920, phase 101-01 L.

**11. Who is eligible for these additional benefits is it relates to new employees?**

ANSWER: The employee-owner must be employed for 30 days prior to benefits eligibility. A current employee-owner who has not reached 30 days will be provided these benefits upon reaching the 30 days.

**12. On prevailing wage rate projects, which rate will be used for sick pay and 2/3 pay?**

ANSWER: For sick pay, the employee-owner's current prevailing wage rate will be used. For the 2/3 pay, the employee-owners average wages earned over the last 6 months will be calculated, and 2/3 of this amount will be paid.

**13. Are employees still eligible for per diem and vehicle allowance if they are working from home or working under sick leave or 2/3 pay leave?**

ANSWER: Yes.

**14. What applies to union employees?**

ANSWER: Union employee-owners are covered by a separate plan with their respective union.

**15. Is there any requirement to have been on payroll on a certain date (E.g. an employee currently not working, in our system but inactive, due to personal injury, or other, are they eligible to submit 10-day "sick" time)**

ANSWER: The employee-owner must be employed for 30 days prior to benefits eligibility.

**16. Are these benefits specific to COVID-19 or will they be extended permanently (e.g. 2021)**

These benefits will expire when the CDC states that the pandemic has ended.

**17. In the scenarios with paid sick leave or 2/3 pay, are the Project Coordinators supposed to turn in that time each week or is this done at the Corporate level?**

ANSWER: The affected employee owner must notify HR@garney.com to obtain the paperwork necessary to get paid. After this is done, Corporate HR will take care of getting the employee-owner paid.

**18. Do we require a doctor's note indicating a sick employee-owner can return to work?**

ANSWER: No, but employee-owner must be fever-free for 24 hours.

**19. Is there a written field craft hourly policy regarding these benefits that we can share?**

ANSWER: These emails document the policy. Please share these emails with our Hourly Field Craft employee-owners. Additional clarification can be obtained by emailing [covid19@garney.com](mailto:covid19@garney.com).

**20. Are we required to send field hourly EO's home that show signs of sickness or have extended beyond their 10 days of paid leave?**

ANSWER: Yes.

**21. Are we required to pay EO's for time off when an Owner suspends work?**

ANSWER: No, we are not required to. We will make attempts to reallocate our labor resources to other projects. This will be addressed on a case-by-case basis.

**22. Is the extra sick time a use or lose it, or will it get paid to hourly craft if not utilized?**

ANSWER: The additional sick time must be used and cannot be carried forward.

**23. Is there a reporting procedure needed to identify sick individuals?**

ANSWER: No. Unless an employee-owner is diagnosed with COVID-19, reporting is not required.

**24. Are there added safety requirements such as face masks or respirators while working around raw wastewater?**

ANSWER: No additional requirements are necessary beyond what is already required in our current safety policies.

**25. Are we requiring employees to be tested for COVID-19 if they come to work and show symptoms?**

ANSWER: Testing is not required. However, if during the course of your illness it is determined you do test positive for COVID-19, you must contact Yvonne Waterman at [ywaterman@garney.com](mailto:ywaterman@garney.com).

**26. Are we allowed to share sick employee-owner information with Owners?**

ANSWER: No.

Thanks for your patience as we work through these issues. We will continue to monitor the continually changing environment and keep our employee-owners up to date. Please continue submitting your questions to [covid19@garney.com](mailto:covid19@garney.com) – thank you.











**Mike Heitmann**

*Employee-Owner Since 1990*

**GARNEY CONSTRUCTION** *Advancing Water*

# What are COVID-19 symptoms?

Here's a list comparing the virus to other common illnesses.

Symptoms	Coronavirus Symptoms range from mild to severe	Cold Gradual onset of symptoms	Flu Abrupt onset of symptoms
 Fever	Common	Rare	Common
 Fatigue	Sometimes	Sometimes	Common
 Cough	Common*	Mild	Common*
 Sneezing	No	Common	No
 Aches and pains	Sometimes	Common	Common
 Runny or Stuffy Nose	Rare	Common	Sometimes
 Sore Throat	Sometimes	Common	Sometimes
 Diarrhea	Rare	No	Sometimes <sup>†</sup>
 Headaches	Sometimes	Rare	Common
 Shortness of Breath	Sometimes	No	No

## If you are NOT feeling well:

1. Please notify your supervisor, go home, and take care.
2. Call the next morning and provide an update to your supervisor.

# Safety Dave Says:



## TOOLBOX TALK-Coronavirus

# THE NEW CORONA VIRUS

Respiratory Syndrome from Wuhan, China-  
(2019-nCoV)

### WHAT IS IT?



Corona is a large group of viruses which can infect both humans and animals with cold-related diseases. The intensity of the infection ranges from common colds to acute respiratory syndrome.

However, the new strain of Coronavirus, called 2019-nCoV, is a novel virus to humans. So the information related to the disease, including symptoms and means of treatment is limited.

The CDC, in cooperation with WHO and international experts, are working to combat the virus.

### IS THERE A TREATMENT OR A VACCINE?

There is currently no treatment beyond supportive medical care to relieve symptoms.



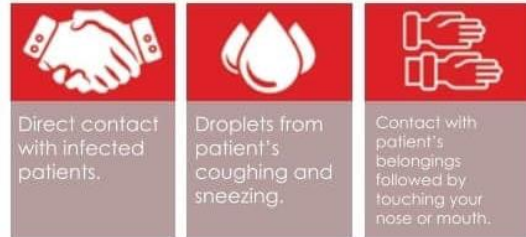
### WHAT ARE THE SYMPTOMS OF THE VIRUS?



In advanced cases, the patient can have serious complications that can result in death, such as:



### HOW DOES THE VIRUS TRANSMIT?



### HOW CAN I PROTECT MYSELF AND MY PATIENTS FROM THE CORONAVIRUS?



**AVOID CONTACT WITH OTHERS, AND WASH YOUR HANDS FREQUENTLY**



**MAINTAIN GOOD HYGIENE HABITS AT ALL TIMES**



**WEAR A FACE MASK WHEN DEALING WITH INFECTED PATIENTS**

**USE TISSUES WHEN COUGHING OR BLOWING NOSE**



**WASH AND PREPARE FOOD CAREFULLY**



**EXERCISE AND PROPER SLEEP WILL BOLSTER THE IMMUNE SYSTEM**



**WorkSAFE...Like a Pro!**

# STOP THE SPREAD OF GERMS



**Cover your  
nose and mouth  
when coughing  
and sneezing**



**Dispose of used  
tissues properly  
after use**



**Regularly wash  
hands with soap  
and warm water**



**If you have flu-like  
symptoms, seek  
medical attention  
immediately**



**If you have flu-like  
symptoms, keep  
distance of at  
least 3 feet from  
other people**



**If you have flu-like  
symptoms, stay  
home from work,  
school or crowded  
places**



**Avoid hugging,  
kissing and  
shaking hands  
when greeting**



**Avoid touching  
eyes, nose or mouth  
with unwashed  
hands**