
From: Mike Heitmann
Sent: Friday, March 20, 2020 1:50 PM
Subject: COVID-19 Update - 3-20-20
Attachments: EE_Path_to_Coping.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:

- The COVID-19 section of our website is set up. These emails and other important information will be posted as they are available. The link is <https://www.garney.com/covid19/>.
- We texted a link to our employee-owners that directs them to this section of our website. The first text went out yesterday afternoon so hopefully everyone received it. In order to avoid too much information being sent to people's cell phones, we do not plan to send texts every day. Texts will only be sent with important updates.
- Attached is a document from Life Matters that may be helpful:
 - Life Matters tips – Path to Coping
- This email is now being sent (via BCC) to the Field Craft employee-owner email addresses that we have on file.

QUESTIONS SUBMITTED:

- 1. Should extra precaution be taken, such as (5) day isolation from a project site, when an employee-owner returns to project after traveling through one or more airports in the U.S.?**

ANSWER: No. Garney is following the travel guidelines as outlined by the Centers for Disease Control & Protection (CDC) and World Health Organization (WHO). Currently there is no travel ban within the United States. If new guidelines are issued, Garney will follow those guidelines. However, please remember that unnecessary travel is discouraged.

- 2. We have an hourly field craft employee with kids that are not going back to school for the rest of the year. He is trying to find a balance between working here, his wife working, and watching his kids. Is it possible for him to work until noon when his wife goes to work and then get the 2/3 FMLA for the rest of the day, or work Monday Wednesday Friday and get payed 2/3 for the rest of the time?**

ANSWER: Yes, this benefit does not need to be used on consecutive days. Your benefits will end after using 60 days (the equivalent of 12 weeks) or when the end of the pandemic is declared, whichever occurs first.

- 3. Do any of these benefits apply to our Union employees?**

ANSWER: No, due to collective bargaining agreements in place.

- 4. We have a new employee-owner scheduled to start next week who is currently on a trip in Mexico. Mexico is not on the Level 3 List - Is he good to start?**

ANSWER: Yes. Garney is following the travel guidelines as outlined by the Centers for Disease Control & Protection (CDC) and World Health Organization (WHO). Currently there is no travel ban to and from Mexico. If

new guidelines are issued, Garney will follow those guidelines. However, please remember that unnecessary travel is discouraged.

A lot is happening, but we are doing our best to stay ahead of everything! Thanks for everyone's efforts through these challenging times – your dedication to Garney is greatly appreciated.

As always, please continue submitting your questions to covid19@garney.com – thank you!

Mike Heitmann

Employee-Owner Since 1990

GARNEY CONSTRUCTION *Advancing Water*

Path to Coping

It is important to understand that each of us has different ways of coping with difficult news and situations. It is impossible to predict how you, your loved ones, and others may react.

There is no right or wrong way to feel. When you encounter difficult experiences you may feel such things as:

- **Shock** when you hear news that doesn't make sense to you.
- **Disbelief** that what happened is really true.
- **Helpless** because you may want to "fix" what happened, and are unable to do anything to change the outcome.
- **Sadness** about the news and compassion for the affected individuals, families, loved ones.
- **Anger** over the news and its implications.
- **Anxiety** because of all the unanswered questions you may have, or that others might ask of you.
- **Confusion** about the mix of feelings that you may be experiencing, especially when the feelings seem to come in waves.
- **Grief** because of this news and also because it may trigger memories of other losses.

Steps to take care of yourself include:

- **Seek out support** from friends, family or LifeMatters. Let people who care about you know what is helpful and what is not.
- **Avoid gossip.** Don't listen to it or engage it. Make others aware that engaging in gossip does not help.
- **Recognize** there may never be answers to some of the questions you and others may have regarding the situation.
- **Reflect** on what has helped you cope with difficult situations in the past, and determine if those are things that can help you now.
- **Engage** in healthy sleep, diet, and exercise routines.
- **Avoid** impulsive or destructive behaviors such as excessive drinking, eating, or drug use.
- **Limit your exposure** to media, online blogs or other forums that you may find upsetting if the event is in the news. Be aware of the potential that more news might unfold.
- **Be patient.** Give yourself time to heal. Give others time to heal.

*LifeMatters has professional counselors available 24 hours a day, every day of the year.
Call anytime at 1-800-634-6433 or visit us online at mylifematters.com.*

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