
From: Mike Heitmann
Sent: Monday, March 23, 2020 4:00 PM
To: ZZComplete e-mail list
Subject: COVID-19 Update - 3-23-20
Attachments: Notice of Exemption from Travel Restrictions 3-23-20.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:

- Many areas of the country are enacting “stay-at home” requirements. In most of these areas, Garney’s work is considered essential, and we can continue working. Attached is a letter detailing our exemption that employee-owners can use in case they are questioned. Please distribute this letter to our employee-owners as needed.
- In the next day or two, Yvonne Waterman is going to have a Skype session to answer questions about the 10-day Paid Leave and the Families First (2/3 pay) Leave. If you are a Supervisor, we strongly encourage you to attend this session. It is important that you fully understand how it works so you can answer questions from your team. Any interested employee-owner is welcome to join the call. As soon as the date/time is confirmed, a calendar invite will be distributed.
- In my email tomorrow, I will be providing our plans on how we will respond to various scenarios that could unfold. As I mentioned last Friday, we don’t know exactly what will happen in the future, but we are analyzing various scenarios and we’ll be prepared to respond. One thing we know for sure is that we will get through it and we will take care of our employee-owners. Details forthcoming.
- One thing each of us can do to make our workplace safer is to maintain a healthy immune system. Eating healthy, taking your vitamins, exercising, and getting a good night’s sleep are all ways to give your immune system a boost. Now is the time to take care of #1 – YOU!

QUESTIONS SUBMITTED:

- 1. My wife is at high risk and when I fly home what should I do? I’ve been feeling ok, but she and her family are worried. I’ve been at a site where people have tested positive.**
ANSWER: We are unaware of any employee owner that has tested positive for COVID-19. If an employee-owner tests positive, please contact HR via email at HR@garney.com or by calling (816) 746-7263. Garney is referring all employee owners to the Centers for Disease Control (CDC) for the most current and up to date information as to preventative measures to take. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- 2. I see that public works construction is considered an essential business. I sure hope we get to keep working.**
ANSWER: Correct. Although many areas have stay at home restrictions, it appears most of these areas consider our type of work essential. Until Garney is advised otherwise, we will allow our job sites to continue operations.
- 3. Will employees be able to use the HSA program before the 90 day wait period to pay for medical bills if needed? Can this be implemented sooner?**
ANSWER: If you are an employee owner employed less than 90 days, there are no funds accumulated in your HSA to pay medical bills. There is no change in our eligibility period of 90 days for Health Insurance or the Health Savings Account (HSA).

4. **How does this stand with our health insurance? Our company policy is three weeks consecutive working under 32 hours, you lose your health insurance. Does this change due to the pandemic? I would hate to lose my family insurance in this crisis.**

ANSWER: Any employee owner who takes the Paid Leave or the 2/3 paid leave for the concern of the COVID-19 or results of the COVID-19 will maintain all Health Benefits available during this 12-week period.

5. **Can you please clarify for us whether our COVID paid leave for hourly EO's is in addition to or replaces the Arizona Sick Time that we're required to offer by state law? My limited understanding of the law is that any paid time off policy we have that exceeds the state requirements will replace the state required paid sick time.**

ANSWER: The Garney Paid Leave is additional leave that is used prior to the State of Arizona required leave. This Paid Leave will end once the pandemic ends.

6. **We have an EO who spiked a fever and didn't come in to work today. He will not be allowed to come back to work until 72 hours of being fever free. He will be paid 8 hours for "Paid Leave". Does the EO need to contact HR for him to be paid under cost code 41920-101-01L or will the project coordinator handle this if we let them know the EO was sick?**

ANSWER: The following steps should take place:

1. Employee Owner should notify their Supervisor with the details of their leave.
2. Supervisor to ensure HR is contacted via email at HR@garney.com or by calling (816) 746-7263
3. The Paid Leave is recorded on weekly timecards at 8 hours per day up to a maximum of 80 hours.
4. After 80 hours is utilized, the Project Coordinator will then contact HR for additional discussion with Employee Owner to determine if additional benefits apply.

7. **How do we determine how many hours to pay hourly folks on COVID paid leave? Do we always use an 8-hour day? Or do we match the hours of the EO's crew? For example, today a lot of the jobs are closed or reduced in hours because there was a big snowstorm yesterday. Do we account for that or simply use an 8-hour shift?**

ANSWER: Yes, the Paid Leave benefit is based on 8 regular hours per day for up to 80 hours, regardless of the hours the crew worked or didn't work.

8. **Not much of a question just more of a concern. I personally have identified several text messages that are sharing extremist fear-mongering false information. It would be great to communicate to our whole family that second and third source info, especially if it seems extreme should be carefully vetted before sharing or believing it. You guys are doing a great job with the daily messages - thank you!**

ANSWER: We appreciate your concern on the false information and Garney is very aware of this in the news and in general. Garney is committed to communicating as often as we can with accurate information.

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

Mike Heitmann

Employee-Owner Since 1990

GARNEY CONSTRUCTION *Advancing Water*



NOTICE OF EXEMPTION FROM TRAVEL RESTRICTIONS

March 23, 2020

To Whom It May Concern:

Garney Construction builds water and wastewater infrastructure, and these projects are deemed essential under CISA U.S. Department of Homeland Security.

The bearer of this letter is an employee of Garney Construction and is therefore exempt from any local, state and/or federal restrictions on travel or work outside the home imposed in connection with pandemic control measures.

Businesses that engage in electric power generation, water transmission and distribution are life-sustaining and essential businesses, as these businesses are necessary to provide water and electrical services to the community. In addition, the construction of these facilities are equally essential because without the continued construction of these facilities, the community may not be able to meet its electrical and water demand requirements. As further support for our position, the Department of Homeland Security guidelines, including the Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19, make clear that workers who are "working construction" in the electricity and water industry are "essential critical infrastructure workers" to "maintain, ensure, or restore the generation, transmission, and distribution of electrical power" during the COVID-19 response.

If you have questions regarding this person's exemption, please contact me at (816) 746-7250 or mheitmann@garney.com.

A handwritten signature in blue ink, appearing to read "Michael Heitmann".

Michael Heitmann
CEO