

Subject: COVID-19 Update 4-20-20

Date: Monday, April 20, 2020 at 2:35:22 PM Central Daylight Time

From: Mike Heitmann

To: ZZComplete e-mail list

Good afternoon, employee-owners:

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

ADDITIONAL INFORMATION:

- A question was asked about the requirement to get an annual physical. This will be difficult for employee-owners to do during the pandemic. If the pandemic last for several more months, we most likely will adjust this requirement. Hopefully, it will end soon because getting an annual physical is important for everyone's health and well-being. We will provide an update on this as the picture becomes clearer on the duration of this event.

QUESTIONS SUBMITTED:

1. **The field craft is getting \$2 extra for every regular hour and \$3 for every overtime hour. I am a field clerk who gets paid hourly (just as the field craft do) and I was wondering if that applied to us as well?**

ANSWER: If you are a field clerk working at a project site, then yes, this benefit applies to you.

2. **Could Garney look into having this year's unused vacation time roll over to next year for salaried EO's? A lot of things have gotten canceled such as weddings or family vacations and has been postponed or is looking to reschedule. Having vacation time roll over could help add a lot of flexibility in postponing or re-scheduling the date to important life events.**

ANSWER: Now more than ever, we encourage all employee-owners to use their vacation. Having time to unwind, particularly in high stress times like this, is vitally important. If you have a special circumstance forcing you not to take your vacation this year, please talk to you supervisor to see if accommodations can be made.

3. **My friend's company makes masks (kn95) and has sanitizer available to ship nationwide. Website has both available. www.PED-Med.com - email for bulk sales and special pricing: sales@stuart-inc.com**

ANSWER: Thank you for the information. Employee-owners are welcome to contact this company for any needed supplies.

As always, please continue submitting your questions to covid19@garney.com.

Mike Heitmann

Employee-Owner Since 1990

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