

Subject: COVID-19 Update 4-9-20
Date: Thursday, April 9, 2020 at 3:01:29 PM Central Daylight Time
From: Mike Heitmann
To: ZZComplete e-mail list
Attachments: Workplace Exposure to COVID-19.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:

- Our policy regarding an employee-owner who has symptoms of or has been exposed to someone with COVID-19, was to quarantine for 14 days. This policy was aligned with CDC guidelines. However, last night **the CDC issued new recommendations** as it relates to essential workers who may have had exposure to a suspected or confirmed COVID-19 case. The new guidelines allow for essential workers to continue to work as long as CDC guidelines, including social distancing and wearing a face mask, are followed. The Response Team is modifying our practices around this new guidance. However, in the interest of the health and safety of our employee-owners, we will continue to require a quarantine even though it is not required under the CDC guidelines. If you are exposed to someone with COVID-19, **the new requirement will be a 72-hour quarantine** from the time of most recent contact, or if you can provide a negative test result. If an employee-owner tests positive for COVID-19, they must be symptom-free for 72 hours before returning to work.
- The attachment I sent yesterday regarding incident recording of a workplace COVID-19 exposure did not have a Spanish translation. This has been added to the bottom of the updated version which is attached.

QUESTIONS SUBMITTED:

1. **I have been approached by a few of our employee-owners asking if we are going to have the option of the ESOP stock buy-back this year. They said that some of their spouses are currently not working because of COVID-19 and getting the option of the ESOP buy back would really help them out during these times.**

ANSWER: We are currently evaluating this option and we plan to have an answer within the next week. Our priority is to do all we can to help out our employee-owners. However, we must weigh this option with ensuring the company's cash reserves are sufficient to weather this crisis.

2. **I went to 4 different jobs yesterday and only did the jobsite entry survey for the first job. When going to multiple jobsites, am I to complete a survey for each specific jobsite prior to entry, or is the initial survey adequate?**

ANSWER: You must complete the survey prior to entering every jobsite.

3. **We received the latest direction on mandatory masks for all Garney employee-owners. What will be our policy for subcontractors in regard to mandatory masks on our jobsites?**

ANSWER: If a subcontractor's employees interact within 20' of any of Garney's employee-owners, then yes, it is mandatory that subcontractors adhere to our face mask policy. If this is the case, we recommend giving them a copy of our face mask policy (attached in yesterday's email) and stating it must be followed. If a subcontractor is working in a remote area and does not interact with Garney employee-owners, then whether they follow our policy is their decision. In this case, you can still give them a copy of our policy and ensure they understand they are not to come within 20' of a Garney employee-owner if they are not wearing a face mask.

4. **Are subcontractors required to wear face masks while on our jobsites now that we put this into policy? Is there a time when employee-owners are not required to wear face masks? (example... operating equipment, lunch time, able to maintain 6 foot spacing). We are going to start checking temperatures of EO's before entering jobsite. Can we mandate that our subcontractors get their temperature checked as well?**

ANSWER: See question #3 regarding subcontractor use of face masks. Face masks must always be worn except when eating or drinking. When eating or drinking, remember to maintain social distancing. Operators who stay in the enclosed cab of their machine are allowed to take their face mask off, but they must put it back on when they leave the cab. Regarding the taking of temperatures, the response team is working through this issue currently and more information will be available tomorrow.

5. **In today's COVID-19 update, it was said that as of April 13th it will be mandatory for all employee-owners to wear a facemask at our jobsites and offices.**

Are Subcontractors required to follow the face mask policy?

ANSWER: See question #3 above.

How long are the face masks good for before needing to be replaced or washed?

ANSWER: Refer to the face mask policy in yesterday's email for replacement and washing guidelines. The answer depends on the type of mask you are using.

Are jobsites going to be required to make our own t-shirt face masks once the supply we have received is gone?

ANSWER: We hope not! All jobsites should have "home-made" masks by Monday, April 13th. In addition, we anticipate receiving a large quantity of surgical masks by the end of next week. Thus, most projects will have both the hand-made masks and the surgical masks within a week. If for whatever reason you do not have a face mask, [here is a link](#) to a fairly simple way to make a face covering out of an old t-shirt or piece of cloth. At the very least, you could use a bandana and pretend to be Jesse James.

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

Mike Heitmann

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