

Whitney Briggs

From: Mike Heitmann
Sent: Friday, June 19, 2020 2:24 PM
To: ZZComplete e-mail list
Subject: COVID-19 Update 6-19-20
Attachments: COVID-19-Scenario-Flow-Chart_English.pdf

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:

- Happy Friday! We have received many questions about employee-owners that move between jobsites, spend time with other people outside the workplace and how that creates greater risk for exposure. We understand this issue and encourage everyone to continue following the protocols of the Event Response Plan. Following these guidelines will reduce the risk of exposure. Although the environment is steadily improving, we are not in the clear. Please review our plan to ensure you are following all required safety procedures.
- When answering the questions required by the jobsite entry protocol, remember that your answers must be truthful. Not answering them truthfully puts our employee-owners at risk and is grounds for termination.

QUESTIONS SUBMITTED:

- 1. If there is a positive case in a field trailer, will all employees that were in that trailer be required to be tested?**

ANSWER: Please follow the guidelines of the COVID-19 Scenario Flowchart, a copy is attached. This flowchart does not require testing, but employee-owners are welcome to be tested and insurance will cover 100% of these costs.

- 2. Would you consider letting the office people work from home permanently, or even just one day a week? This has been working great for a lot of us. It has improved our quality of life and saves us money. We have been able to maintain production with the current set up and many of us would like to continue this way.**

ANSWER: We understand the desire for some people to work from home. We are evaluating this, but our primary focus right now is ensuring operations continue as we get through the pandemic. We don't know when the pandemic will end, but as we approach that time frame, we will be providing details on whether working from home is an option.

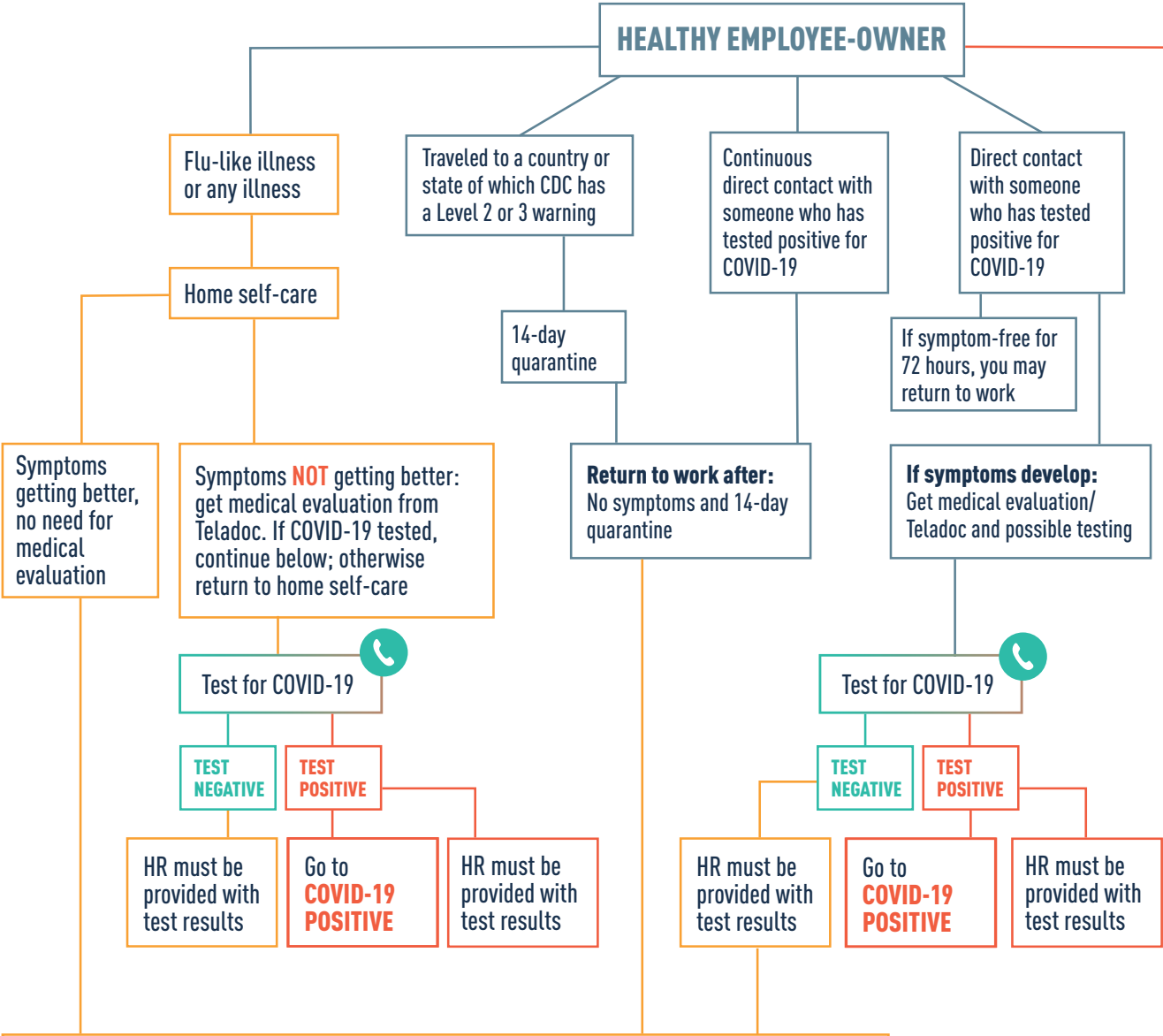
- 3. Will we receive a check if we do not use our 80-hour sick time and if so when?**

ANSWER: Yes, all hourly field craft will be paid for any portion of their temporary paid leave that is not used. The exact payment date has not been determined but it will be no later than the end of the year.

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

Stay safe and enjoy your weekend!

COVID-19 SCENARIO FLOW CHART



COVID-19 POSITIVE

- Human Resources (HR) must be provided with positive results
- Quarantine for 14 days from testing date
- Return to work:
 - Symptom-free for 72 hours AND
 - Doctor's note approving you may return to work

Temporary Emergency Leave associated with these scenarios:

- 10 Days (80 Hours) Paid Leave:**
No documentation required
Any sickness or concern
- 12 Week (2/3) Paid Leave:**
Documentation required
COVID-19 related:
School/daycare closing
Sick with COVID-19
Caring for someone with COVID-19
- HR Quarantine:**
As directed by HR

Return to work after 72 hours symptom-free:

- No fever
- No fever symptoms (shivering, shaking, chills, body aches, headaches, excessive sweating, etc.)
- Improvement of other illness symptoms (sore throat, persistent cough, sinus congestion, fatigue, etc.)

At the point someone is being tested, the job site should contact HR@garney.com or call **913-209-0499** or **816-746-7263**. Profit Center lead must notify Scott Parrish with the "Notice of Event." Review the COVID-19 Event Response Plan.