MAREK
STRENGTH FROM WITHIN

COVID-19 Jobsite & Office Guidance

This guidance is based on what we currently know about COVID-19 as provided by the Centers for Disease Control and Prevention. There is currently no vaccine to prevent COVID-19. The best way to prevent illness is to avoid being exposed to the virus.

Everyday Prevention

- Wash your hands often.
  - Wash your hands often with soap and water for at least 20 seconds.
  - Use an alcohol-based hand sanitizer that contains at least 60 percent alcohol if soap and water is not available.
  - Avoid touching your eyes, nose and mouth with unwashed hands.

- Avoid close contact.
  - Avoid close contact with people who are sick, even inside your home.
  - Stay at least 6 feet (about 2 arms' length) from other people when possible. Remember that some people without symptoms may be able to spread virus.
  - Do not gather in groups. Stay out of crowded places and avoid mass gatherings.

- Stay home when you are sick or exhibiting any flu-like symptoms.

- Cover your mouth and nose with a cloth face cover.
  - You could spread COVID-19 to others even if you do not feel sick.
  - The cloth face cover is meant to protect other people in case you are infected.
  - Continue to keep about 6 feet between yourself and others when possible. The cloth face cover is not a substitute for social distancing.
  - Regularly wash your cloth face covering.

- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, cough into the inside of your elbow, covering your mouth and nose.

- Clean and disinfect frequently touched objects and surfaces daily.

See complete CDC Guidance on Prevention.

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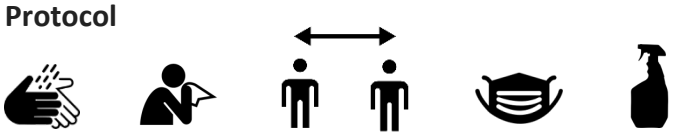
Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear anywhere between 2 to 14 days after exposure to the virus. Symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell. This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting or diarrhea.

See the latest information from CDC on Symptoms.

Work Location Protocol



- Follow CDC prevention guidelines around personal hygiene and sanitation, including hand washing, covering coughs and sneezes, etc.

- Limit all person to person contact.
    - Greet each other with a wave instead of a handshake.
    - Avoid sharing personal tools.
    - Use touchless processes where possible.
    - Bring your own lunch or eat an individually packaged meal. No sharing of food or drinks.

- Socially distance at least 6 feet whenever possible, including at lunch and on breaks. Face coverings are not a substitute for social distancing.

- Wear face coverings to cover your nose and mouth. Face coverings are required.
    - On jobsites, wear a face covering over your nose and mouth. If you are performing a task requiring a respirator, face shield, or equivalent PPE according to MAREK safety guidelines, be sure to wear the appropriate PPE. A cloth face covering (such as a bandana) or surgical mask is not a replacement for a respirator or face shield when one is required.
    - In offices, wear a face covering over your nose and mouth anytime you leave your individual office or workstation. Wear a face covering over your mouth and nose whenever visiting a jobsite.

- Meet virtually (even if working in the same location) and avoid in-person meetings. If an in-person meeting is unavoidable, make sure to have it in a well-ventilated area with enough space for attendees to distance themselves from one another.
    - For meetings such as toolbox talks or stretch and flex, break up into smaller groups versus one large group. Social distance even when in a small group.
    - In-person meetings in the office should be limited in size. Social distance and wear face coverings. Approved occupancy limits will be posted outside rooms based on their size.
        - 2 people or less in a small conference room.
        - 4-6 people or less based on the size of a large conference/board room.
        - 7 people or less based on the size of a large training room.

- Limit elevator usage when occupied with multiple people. Use stairs when possible.

- No visitors are permitted at jobsites unless fundamental to the execution of work. All non-essential visits by vendors, subcontractors, clients, etc. to the office are suspended.

- Increase cleaning and disinfection of work locations, including frequently touched objects and surfaces, common areas, tools, etc.

- Follow any additional health or safety protocols specific to your work location.

Self-Screen Before Reporting to Work

You must self-screen for symptoms daily before reporting to your work location. Please notify your supervisor if you are unable to report to work for any of the following reasons.

- Stay home if you are sick with any illness that could be contagious or are exhibiting any flu-like symptoms such as cough, shortness of breath, sneezing, fever, chills, muscle pain, sore throat, or new loss of taste or smell.

- Stay home if you have COVID-19 or have recently been in close contact with someone who has COVID-19 and you need to quarantine per these guidelines.

- Stay home if you have traveled to a restricted location as described below or come in close contact with someone who has traveled to a restricted location and you need to quarantine per these guidelines.

Work Location Screening

You may be required to participate in additional screening required for entry at your work location, including but not limited to temperature scans and COVID-19 related health and safety questionnaires.

Travel Protocol

Discuss any travel plans with your supervisor prior to making reservations. Consider the following restrictions on your ability to return to work should you travel for any reason. At this time, non-essential business-related travel is not permitted.

International: If you have travelled internationally by airplane, train, bus, or cruise ship, you are not allowed to return to our offices or jobsites for 14 days from the date you departed the international location and must be symptom free prior to returning. Additionally, if you had close contact with any individuals who have travelled internationally by airplane, train, bus or cruise ship within the last 14 days, you will not be allowed at our offices or jobsites for 14 days until the traveler you were in close contact with has been symptom-free for 14 days from the date they travelled.

If you or someone you come in close contact with has travelled internationally by personal vehicle (car, SUV, truck), there are no restrictions.

Domestic: Currently, there are no restrictions on personal travel within the US.

Note: These restrictions to access our jobsites and offices apply to any potential "essential" visitors as well.

Symptomatic or Sick Employees

If you are experiencing any of the symptoms described by the CDC or are sick with any illness that could be contagious, such as a cold, the flu, and the like, we ask that you stay home. For the safety of all our employees and clients - please stay home and immediately communicate with your manager or supervisor if you have fever, cough or difficulty breathing. In addition, if you know of a coworker or employee displaying these symptoms, please alert a supervisor.

Supervisors should immediately separate an employee displaying fever, cough or difficulty breathing from other employees, and then send that employee home. The affected person should seek medical care as appropriate and stay away from others. Further, the employee will not return to our offices until he or she shows no signs of illness or fever, without the use of a fever reducing medicine, for 72 hours.

Contact Tracing and COVID-19 Exposure

- If an employee is confirmed to have COVID-19, MAREK will contact trace and inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). MAREK will follow the same process if notified by a GC that another trade's employee on a shared project site is confirmed to have COVID-19. MAREK will also notify the relevant GC in confidence if a MAREK employee on their project site is confirmed to have COVID-19 and cooperate with contact tracing. Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

- If you have a confirmed case of COVID-19, you will not be allowed back in the office or on jobsites until you meet **all four** of the following criteria: you show no signs of illness or fever for 72 hours without the aid of fever reducing medication, symptoms have improved, ten days have passed since the symptoms first appeared, and you have tested negative for COVID-19.

- If you have had close contact with an individual who has confirmed COVID-19, you will not be allowed to return to the office or jobsite until you have been symptom free for 14 days.

Questions, Concerns or Good Catches

Your supervisors and local office contacts are here for you. In addition, if you have a question or concern about this guidance, find out something we need to know about, or want to acknowledge someone you observe doing the right thing (a "good catch"), you can reach out to a bilingual English-Spanish HR team member in confidence by email or text.

- You can email communication@marekbros.com

- You can text 713-586-4107