COVID-19 (Coronavirus) Employee FAQs

These FAQs may be updated from time to time as new information becomes available and/or as we receive new questions from employees.

This document is not intended to be exhaustive and we encourage you to supplement your knowledge by visiting the Centers for Disease Control at www.cdc.gov for the latest information on COVID-19. For additional updates from MAREK, visit https://www.marekbros.com/marek-covid-19-coronavirus-guidance.

As a reminder, your supervisor is here to support you and if you have questions or specific concerns related to your work situation, please contact HR for assistance.

In addition to these FAQs, which will be updated periodically, and communication with your supervisor or HR, we want to share more ways you can communicate with us about your questions and concerns.

- **We have an email address where you can submit your questions to be reviewed by a bilingual English-Spanish speaking HR operations team. communication@marekbros.com**
- **You can text questions or concerns to 713-586-4107.**

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MAREK COVID-19 Jobsite & Office Guidance

For the complete plan, please refer to the MAREK COVID-19 Jobsite & Office Guidance/Action Plan posted on https://www.marekbros.com/marek-covid-19-coronavirus-guidance.

What is MAREK doing as a company to protect employees and help manage this COVID-19 issue?

MAREK leadership is meeting twice daily to plan and address the latest information from CDC as well as feedback from employees and customers. Some of the steps we have taken so far include:

- Following CDC guidance
- Working with customers to ensure all jobsites are following CDC guidance and addressing any risks unique to a specific jobsite
- Practicing social distance
    - Limiting all person to person contact
    - Any in-person meetings must be small with 6-ft in between participants, virtual meetings if possible
    - Smaller toolbox talks with 6-ft in between participants and in well-ventilated areas
    - Working with jobsites to ensure crews are working a safe distance apart
    - Spreading out at lunch, keeping a safe 6-ft distance apart
- Wearing face coverings at jobsites and offices
- Restricting non-essential visitors to jobsites and offices
- Restricting non-essential business travel and adhering to personal travel protocols requiring 14-day self-quarantine when traveling internationally via mass transit
- Requiring employees who are sick or exhibiting any symptoms to stay home
- Requiring employees with close contact with someone who has COVID-19 to self-quarantine for 14 days
- Taking immediate action to contact trace any potential COVID-19 exposures in the workplace

- Informing employees about best practice to protect themselves and their families at home
- Working with customers to increase hygiene, sanitization and housekeeping on jobsites
- Increasing hygiene, sanitization and housekeeping in all offices
- Working with our suppliers to ensure they can deliver what we need, such as plenty of bottled water on jobsites

How are we handling visitors to jobsites or offices? What if I have upcoming business meetings scheduled with a third party?

Offices and jobsites are limiting access to essential personnel only. Business meetings with third parties should be conducted via phone or videoconference.

What are the restrictions on travel? What if I have upcoming international or domestic personal travel?

Employee Travel

- If you have traveled **internationally** by airplane, train, bus or cruise ship, you must self-quarantine for 14 days before returning to your work location. This includes airplane, train, bus or cruise ship travel to Mexico or Canada.
- There are no restrictions on traveling by personal vehicle (car, SUV, truck) to Mexico or Canada.
- There are no restrictions on personal travel within the US.
- Non-essential business travel is still prohibited.

Close Contact Travel

(Such as family members, but could be any individual in close contact with an employee)

- If you have close contact with anyone who has travelled internationally by airplane, train, bus or cruise ship within the last 14 days, you will not be allowed at our offices or jobsites until the traveler with whom you were in close contact has been symptom-free for 14 days from the date he or she travelled.

When am I required to wear a respirator? What about a cloth face covering/mask?

Job Task Related: Respirators

Just like you have in the past, continue to wear a respirator as required for your jobsite task according to MAREK safety guidelines and per your MAREK safety training or as directed by specific jobsite requirements (sanding, drilling, sweeping the floor, etc.). At this time, cloth face coverings (such as bandanas) are not a replacement for respirators when a respirator is required to perform a task safely. Respirators are required for specific job tasks per manufacturers and OSHA.

There is currently a shortage of respirators in the market and hospitals are given priority. Please treat the respirators you are using for required job tasks carefully. Keep them

clean, use them only when required, and do not share them. Follow guidelines to ensure a proper seal.

NOT Job Task Related: Face Coverings/Face Masks

The CDC recommends and MAREK requires we wear cloth face coverings over the nose and mouth on jobsites and in offices. On jobsites, wear a face covering over your nose and mouth (unless you are performing a task requiring a respirator as described above and have replaced your face covering with the appropriate respirator). In offices, wear a face covering over your nose and mouth anytime you leave your individual office or workstation and if you visit a jobsite.

The terms "face covering" and "face mask" are often used interchangeably in the media and on some jobsites to refer to non-medical grade coverings/masks for the nose and mouth. This CDC link provides instructions on how to make your own covering/mask using household items. These kinds of coverings/masks, in addition to social distancing, protect others by helping prevent the spread of your respiratory droplets to other people and to common surfaces.

Please follow all CDC and local guidelines during your personal time as well and wear face coverings as directed when in public on personal errands, etc.

REMEMBER:

- Face coverings are not a substitute for social distancing and frequent handwashing. **Continue to social distance at least 6 feet whenever possible and wash your hands frequently, even if you are wearing a face covering/face mask.**

- Cloth face coverings are not intended to protect the wearer, but to prevent the possible spread of the virus from the wearer to others. *As a reminder, per MAREK's guidance you must stay home from work if you are sick, exhibiting symptoms or in close contact with someone who has COVID-19.*

- Keep your face covering clean. If cloth, wash your covering after use.

There is a shortage of all kinds of masks in the market and as with respirators, healthcare is given priority. When selecting a covering/mask for personal use, educate yourself first from trusted sources.

Other Inquiries

What do I do if my child's school and/or daycare is closed?

Please contact your supervisor to share your specific school/work situation so they can help address and accommodate.

MAREK

What are the chances my jobsite or office will close at some point?

We are in daily communication with our customers and actively making contingency plans for different scenarios. Like MAREK and MEMCO, our customers are continuing operations where possible with a priority commitment to your safety.

At the same time, we recognize a great deal of uncertainty remains about what may come next. We are all adapting to new work and personal guidelines and can expect continued changes. As a result of safety precautions, it is possible we will see changes or disruptions in work schedules, delays in project starts or temporary jobsite closures for cleaning, etc. This could vary by location depending on the spread of the virus in that region, by customer and the guidelines they specify for their projects, or by type of project and any risks unique to it.

We wish we could tell you more about what the future holds. What we can confirm is your branch and supervisors will be communicating locally with you real-time as we learn more. We will continue to focus on:

- The safety of our people, and those they interact with
- Our clients and their projects
- A viable business that makes these possible

Is construction considered an essential business?

As you hear official updates in your local city or county, please know as of now **construction is being considered <u>essential</u>** to many of our cities' infrastructure and continued well-being.

What does this mean?

- The government recognizes the important work we do alongside our cities' healthcare workers, first responders, banks, manufacturers, government workers, etc. In many cities, construction is an exception from shelter in place orders for the purpose of going to and from work.
    - We are reviewing all official government orders and updates. Your branch leadership will advise you on the specifics in your location as new information becomes available.

- Employees at many of our projects, subject to discretion, may be able to continue work safely *as long as we all continue to do our part and follow CDC guidance for essential workers* (personal hygiene, social distancing, sanitation, etc.).
    - Your health and safety and that of your families is paramount.
    - Do your part in complying with all safety guidelines while at work and at home.
    - If we fail to comply, we put ourselves, our families, and our industry at risk.

We are blessed to be considered essential to our communities' well-being and continue working where we can do so safely, but with this trust comes great responsibility. Navigating this situation is a challenge and it will take all of us working together.

What if I am off of work due to a job shut down?

If you are off of work temporarily due to a job shut down, you can utilize PTO time if available. If PTO is unavailable, and you are able to work or do not have to be out of work due to personal illness or injury not work related, you may be eligible for unemployment benefits. We encourage you to explore these options.

- For the State of Texas you can contact them via phone at 800-558-8321 or online via https://www.twc.texas.gov/. Click on Unemployment Benefits on the home page.

- For the State of Georgia or Tennessee please contact your Atlanta/Nashville HR Representative for more information about the process in your state.

Will MAREK's health insurance cover the expense of testing for the COVID-19 virus?

If you are currently enrolled in one of MAREK's health insurance plans, yes, the plan will cover the cost of testing for the virus.

Where can I locate other resources to educate myself regarding COVID-19?

- U.S. – https://www.cdc.gov/coronavirus/2019-ncov/index.html
- Other – https://www.who.int/emergencies/diseases/novel-coronavirus-2019

What if an employee shows up at my location and says he/she is sick or thinks he/she may have been exposed to someone who has COVID-19?

Please notify your supervisor immediately so we can take action.

Any employees who are sick are required to stay home. Supervisors should immediately separate an employee displaying fever, cough or difficulty breathing from other employees, and then send that employee home. Further, they will not return to our offices until they show no signs of illness or fever, without the use of a fever reducing medicine, for 72 hours.

Even if the individual is not a MAREK or MEMCO employee (perhaps an employee of another trade partner at a jobsite), please notify your supervisor immediately so we can take action with the GC or appropriate party.

If someone tells you he or she has or has been exposed to COVID-19, please notify your supervisor and HR immediately so we can take action.

What steps do I take if I am diagnosed with COVID-19?

- Please contact HR immediately to answer any questions, assist in placing you on a leave of absence and help secure any applicable benefits for which you may be eligible.
- Follow all healthcare instructions from your doctor.

- Stay home from work. If an employee has a confirmed case of COVID-19, he or she will not be allowed back in the office or on jobsites until **all four** of the following criteria are met: he or she shows no signs of illness or fever for 72 hours without the use of a fever reducing medicine, symptoms have improved, ten days have passed since the symptoms first appeared, and he or she has tested negative for COVID-19.
- If an employee is confirmed to have COVID-19, MAREK will 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). Employees exposed to a co-worker with confirmed COVID-19 may refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

What resources are available if I am experiencing stress and anxiety during this time?

We want to remind you of company resources available to help you deal with stress and anxiety should you not want to speak with your supervisor or Human Resources.

Employee Assistance Program

Confidential counseling sessions for personal matters.

- Contact Number: 713-500-3327
- Toll-Free Number: 1-800-346-3549

Additional Resources – Remote Doctor Visits

MD Live – Receive the care you need from anywhere by speaking to a doctor directly who can diagnose your symptoms to send in a prescription or provide further recommendations for medical care. MD Live is available 24/7, seven days a week virtually.

- Contact Number: 1-800-770-4622
- Online: www.mdlive.com/marek

What if I have questions regarding my 401K?

If you are currently participating in the MAREK 401k plan or have a balance in the plan and have questions, you can call BPAS at (866) 401-5272. Remember that you have complete access to your account at WWW.BPAS.COM. If you have never logged in you will need to set up an account. To set up an account you will need your a) Social Security Number b) Date of Birth and c) MAREK's plan ID Code. For the plan ID code please contact Ann De La Rosa or Sindy Payne via phone at 713-681-2626.

Another great resource is Financial Finesse. This is available to MAREK employees at no cost and provides access to various financial education/planning tools, along with access to Certified Financial Planners. They can be reached by phone at (844) 605-6355 Monday – Friday 9am to 8pm or online at https://secure.financialfinesse.com/flc/marekbrothers.

MAREK

We are hearing on the news about stimulus checks/rebates from the government. How do I know if I qualify?

You may be hearing on the news about the "stimulus package" also known as the "CARES Act." This is a plan the US government recently passed to help individuals and families as well as stabilize the economy. Here is a link to FAQs about the stimulus checks which provides more details on who qualifies and how these rebates will be issued by the IRS.

The CARES Act also increases unemployment benefits for affected workers and provides emergency funding for hospitals and state and local entities who are responding to the crisis (such as state and local governments, first responders, scientists researching treatments and vaccines, etc.).

When will things return to a sense of normalcy?/ What happens when stay home orders change or expire?

We are starting to hear from federal, state and local leaders about what may come next. Most reports indicate changes to stay home orders will take place using a phased approach over time and may vary by location. There are still a number of unknowns. We continue to serve as an essential business, but don't know exactly how things will shape up in our communities.

We do know that as of now, healthcare professionals are indicating we will need to continue "taking our medicine" and following social distancing, hygiene, sanitization, and other recommended measures to ensure we stay safe and healthy. Some of these measures may become more of a lifestyle and a part of how we operate moving forward. For your and your family's protection, each of us must continue to diligently follow these guidelines – both at work and at home.

We continue to follow government guidelines and are meeting daily to review new information and plan in partnership with our customers. Our goal is to have a consistent approach to normalizing some operations as it becomes safe to do so.

We continue to practice:

- Social distancing, hygiene, sanitization and other measures required on jobsites and offices across all our locations
- Meeting virtually where possible; on jobsites only small group toolbox talks with 6 ft in between
- Working from home in rotations and/or as designated within your team
- Restricting travel

As we learn more, your local office will share specifics with you.