

## FIELD QUESTIONS

**Q What cleaning supplies will the Companies supply to prevent the spread of germs?**

**A** Sites/Facilities will maintain cleaning and sanitizing supplies at all high traffic areas, including, but not limited to, reception desks, meeting rooms, break areas, and change shacks.

**Q Will the site/facility open for business if several employees have been infected with the virus?**

**A** Our goal is to maintain normal business operations. Site/facility closures will be determined on a case by case basis. The length of the closure will depend on guidance from the appropriate government agency and the decontamination process.

**Q Am I at risk for contracting COVID-19 from a package or products shipping from China?**

**A** According to the CDC, in general, because of poor survivability on surfaces, there is likely very low risk of spread from products or packaging that are shipped over a period of days or weeks at ambient temperatures. COVID-19 is thought to be spread most often by respiratory droplets.

**Q Will the home office be able to support field operations if several home office employees have been infected with the virus?**

**A** Yes. The home office has a plan to support the field operations should the need occur. The home office will work with the appropriate business partners to execute support as needed.

**Q Who should be notified if an employee is diagnosed with the virus?**

**A** You are responsible for notifying your supervisor and the HR COVID-19 helpline (724-336-1560) if you have been diagnosed with or exposed to COVID-19 and are experiencing symptoms or if you are under quarantine by order of the appropriate health agency or have a family member with COVID-19 in your home ("Reporting Employee"). In such event, you will be asked to identify all employees with whom you have had close contact ("within 6 feet for a prolonged period of time") in the previous five (5) days ("Affected Employees"). The HR Department is responsible for notifying all Affected Employees of their potential exposure to COVID-19 while keeping confidential the Reporting Employee's personally identifiable information in compliance with the ADA and HIPAA. Affected Employees should consult with their Physician and follow CDC's guidance for how to conduct a risk assessment of their potential exposure.

**Q Who should be notified if the site/facility is operating with limited staff or needs to temporarily change their hours of operation?**

**A** The Supervisor must notify their Manager with any staffing issue. It is the responsibility of the Manager to work with Executive Management to determine any necessary operational changes or additional support needed.

**Q How will I know if my workplace is closed?**

**A** Your Supervisor will be in contact with you regarding any closures. Management will continue communicating the next steps and provide all updates as needed.

The above guidance is subject to revision based on further updates from the CDC and applicable government agencies.

Source: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention.

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# MY HEALTH COVID-19 FREQUENTLY ASKED QUESTIONS

As the new coronavirus, COVID-19, continues to spread across the country, we want to keep you informed of the steps the Companies (PJ Dick, Trumbull, Lindy, Gulisek) are taking to prepare should an outbreak occur and impact our business operations. Please know that your safety and wellbeing is important to us, and we will take all appropriate steps to ensure a safe and healthy workplace. Following are Questions and Answers about COVID-19 and how it affects you.



## GENERAL QUESTIONS

### Q How does COVID-19 spread?

A According to the CDC, COVID-19 is spread mainly from person-to-person, between people who are in close contact with one another (defined by the CDC as 6 feet), and through respiratory droplets when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Additionally, it can spread from contact with infected surfaces or objects. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.

### Q What are symptoms of COVID-19?

A Symptoms may appear 2 – 14 days after exposure and can vary in severity. Primary symptoms include fever, cough, and shortness of breath. The CDC recommends contacting your healthcare provider if you develop symptoms and have been in close contact with a person infected with COVID-19.

### Q What should I do to keep from getting the virus?

A We encourage you to practice the following everyday preventative actions to help prevent the spread of respiratory virus: avoid close contact with people who are sick; avoid touching your eyes, nose, and mouth; stay home when you are sick; cover your cough or sneeze with a tissue and then throw the tissue in the trash; clean and disinfect frequently touched objects and surfaces using a household cleaning spray or wipe; wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing; if soap and water are not readily available, use an alcohol-based hand sanitizer.

### Q How long can an infected person spread the virus to others?

A How long someone is actively sick can vary. People with a respiratory virus infection should be considered potentially contagious if they are symptomatic.

### Q Can the virus spread from contact with infected surfaces or objects?

A It is unknown how long the virus can live on surfaces. It may be possible that someone can contract COVID-19 by touching a surface or object that has the virus and then touching their own mouth, nose, or eyes. Though this is not thought to be the main form of transmission, we recommend cleaning surfaces regularly to prevent the spread of the virus.

### Q What is the best way to keep from spreading the virus though coughing or sneezing?

A If you are sick, limit your contact with other people as much as possible. Do not go to work if ill. Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick. Dispose of your used tissue in the waste basket immediately, then wash your hands. Wash your hands every time you cough or sneeze. Clean all “high-touch” surfaces daily.

### Q How do I identify my level of risk?

A Refer to the CDC risk assessment guidelines to understand the various risk levels. Levels range from no risk to high depending on your exposure, proximity, and length of time in contact with someone diagnosed with the virus. It is worth noting that the CDC identifies as low risk the condition of “being in the same indoor environment (e.g., a classroom, a hospital waiting room) as a person with symptomatic laboratory confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact”.

## MANAGER/SUPERVISOR QUESTIONS

### Q What should I do if I get sick?

A You should contact your healthcare provider immediately if you develop a fever and symptoms of respiratory illness, including a cough or difficulty breathing, have been in close contact with a person known to have COVID-19, or if you live in or have recently traveled to an area with ongoing spread. Your healthcare provider will offer guidance and determine next steps.

### Q What should I do if I am sick but am scheduled to work?

A Contact your Supervisor and the HR COVID-19 helpline (724-336-1560) immediately. If you are sick, stay home. Avoiding contact with fellow employees and site visitors will keep you from spreading your illness to others.

### Q What should I do if I am sick and need to stay home but do not have any sick days left?

A If you're sick, stay home. Notify your Supervisor and the HR COVID-19 helpline (724-336-1560). HR will be in contact with you regarding your eligible time off and pay.

### Q Do the Companies require a doctor's note before returning to work?

A You should not return to work until you are symptom free for 7 days without the use of fever reducing or other symptoms altering medicines (e.g. Cough suppressants); or have a negative COVID-19 test result; or have a release from your treating physician that is safe for you to return to work.

### Q Can I wear a mask to protect myself?

A In light of new data about how COVID-19 spreads, along with evidence of widespread COVID-19 illness in communities across the country, CDC recommends that people wear a face cloth to cover their nose and mouth in the community setting. This is to protect people around you if you are infected but do not have symptoms. Facemasks should not be used by employees if they are sick in lieu of staying home.

For more information from the U.S. Centers for Disease Control and Prevention (CDC) visit:

[www.cdc.gov](http://www.cdc.gov)