

COVID-19 Policy

PURPOSE

The Donohoe Companies, Inc. ("Company") has developed this policy to (1) establish guidelines for responding to notification by an employee of a Coronavirus ("COVID-19") related absence, and (2) to establish safety guidelines for employees returning to the office following a Coronavirus-related health or other designated emergency. The policy requires employees to notify the Company if they are seeking a diagnosis for COVID-19, have tested positive for COVID-19, are subjected to a quarantine related to COVID-19, are caring for someone who tested for/is quarantined due to COVID-19 or is caring for a child/children for COVID-19 related reasons. The policy also permits the Company to ask medical-related questions, require COVID-19 testing, and to exercise safe and appropriate employment decisions if a perceived health risk to the workforce exists.

POLICY

Maintaining a safe work environment requires the continuous cooperation of all employees. The Company strongly encourages employees to communicate with fellow employees and supervisors regarding all safety issues, including notification of any potential health threat.

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and Donohoe/CBS program standards and sick leave policies.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk can lead to employee disciplinary action and/or termination.

The COVID-19 policy was created as a supplement to the Company's standard Safety Policy and is in the continued interest of a safer work environment.

Discrimination or retaliation against any employee for exercising rights under this policy or anything related to the Virginia Emergency Temporary Standard is prohibited.

The Company will comply with local, state and federal laws, rules, regulations and standards that are directly or indirectly applicable to COVID-19, including but not limited to notifications of confirmed positive cases, personal/respiratory protective equipment, sanitation, access to employee exposure and medical records, occupational exposure to hazardous chemicals in laboratories, hazard communication and State Codes.

Employee's Responsibilities

- Stay home if they are sick or are experiencing Flu and/or COVID-19 symptoms.
- Practice appropriate physical distancing measures (at least 6 feet) and routine cleaning activities (e.g., washing hands with soap regularly and often for at least 20 seconds, disinfecting work surfaces) when working and when in the community.
- Immediately notify management if they are sick, experiencing/caring for someone experiencing Flu and/or COVID-19 symptoms, think that they have been exposed to COVID-19 or have child-care needs due to COVID-19.
- Adhere to Company policies, including wearing personal protective equipment.
- Stay current with and follow CDC guidance related to COVID-19, including but not limited to symptoms, prevention, testing, cleaning, social distancing, isolation, and travel (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/index.html>).

Employer's Responsibilities

- Require employees to stay home if they feel sick.
- Stay current on common Flu and COVID-19 symptoms and be able to recognize them in employees.
- Send employees home immediately if they show acute respiratory, flu-like or COVID-19 symptoms (including but not limited to cough, shortness of breath, loss of taste/smell, fever, chills, or sore throat).
- Ensure employees are practicing appropriate physical distancing measures (at least 6 feet) and routine cleaning activities (e.g., washing hands with soap regularly and often for at least 20 seconds).
- Ensure that appropriate personal protective equipment is available and in use by all employees, subcontractors, vendors and guests.
- Ensure that the Families First Coronavirus Response Act (FFCRA) Poster is posted in a visible location.

In the event of a Suspected COVID-19 Case (Company Employee)

If a Company employee shows or admits to symptoms, the employee's manager must:

1. Send them home or have them stay home.
2. Instruct the employee to contact their healthcare provider or use telemedicine services for further assessment and instructions.
 - Employees who participate in the Company's health insurance can utilize CareFirst Video Visits for themselves and immediate family members – information can be found on the HR Website www.donohoehr.com (TDC/CBS password - 1884 / DHS password - 2005).
3. Provide the employee with the Families First Coronavirus Response Act (FFCRA) request form and instruct them to forward the completed request form to Human Resources.
4. Follow-up with the employee to find out if they have received direction from a healthcare professional, including if they have been tested for COVID-19 and the outcome of the test.

In ALL Suspected Cases:

- CDC guidance is to not notify any other personnel of the suspected virus case, unless notification of a positive test is received.
- Managers should begin to pull together a list of employees who may have been in direct contact with the individual.
- Continue advanced cleaning practices.

In the event of a Confirmed Case (Company Employee)

If a Company employee reports that they tested positive for COVID-19, the manager should:

1. Send the employee home if the employee makes the notification while in the office or while working on a jobsite/hotel location.
2. Immediately notify Senior Leadership of the employee's division, Safety, Risk Management, and Human Resources.
3. Inform employees who had direct contact (defined as at least within 6 feet of shared air-space for a total of 15 minutes or more) with the confirmed case that the Company has received notification of a positive COVID-19 case and instruct them to go home, contact their health provider, self-quarantine for 14 days after their last contact with the confirmed case, and monitor their symptoms. The name of the employee must be kept confidential.
4. Provide the above-referenced employees with the FFCRA request form and provide instructions to return the completed form to Human Resources.
5. Notify the Facilities Manager so that the employee's workstation and immediate surrounding workstations can be properly cleaned, disinfected and sanitized (for employees working in the Home Office).
6. (7101 Office and Hotels) HR will send an office-wide email notifying employees that a confirmed case has been reported and action steps taken. This email will be sent after employees who were identified as having had direct contact as stated above have been notified.

In ALL Confirmed cases (Company Employee)

- Maintain confidentiality of employee's health information at all times and protect the name of the employee or subcontractor.
- Show empathy and reassure employees that their health is the number one priority.
- Provide employees with the FFCRA request form.
- Inform Senior Leadership (of the employee's division), Safety, Human Resources, and Risk Management.

In the event of a Suspected or Confirmed COVID-19 Case (Jobsite, Facility, or Non-Company Employee)

- Each field location, including DCC jobsites, CBS facilities and DHS hotels, has established site-specific plans regarding evacuation, cleaning, disinfecting and reopening procedures. In addition to adhering to these site-specific plans, all locations must also follow the "In ALL Suspected Cases" and "In ALL Confirmed Cases" requirements as described above.
- Senior Leadership at each site location is responsible for ensuring that their employees have been made aware of the site-specific procedures.

REQUESTING LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS AND RESPONSE ACT (FFCRA)

Employees should request their need for emergency paid leave as soon as possible, by notifying their immediate manager and Human Resources. If an employee is incapacitated, the employee's representative should give verbal notice as soon as possible. Calling in "sick" does not qualify as adequate notice. An employee must provide sufficient information regarding the reason for an absence for the Company to know that protection and benefits may exist under this policy.

Please refer to the Company's *Families First Coronavirus Response Act* Policy for detailed policy information, including eligibility and request process.

RETURNING BACK TO WORK AFTER POTENTIAL EXPOSURE OR TESTING FOR COVID-19

Employees who suspect they may have COVID-19 OR tested positive and had symptoms, may return back to work after (1) at least 10 days since symptoms first appeared, **AND** (2) at least 24 hours with no fever without fever-reducing medication, **AND** (3) symptoms have improved.

Employees who test positive for COVID-19 but had no symptoms, may return back to work after 10 days of the date of their positive test result **AND** as long as they are not experiencing any symptoms.

Employees may also return after receiving a negative COVID-19 test result.

Upon ability to return back to work, employees should notify their manager and coordinate their return to work date. A documented medical clearance (for example, a doctor's release letter or negative test result) from the employee's healthcare provider is required. A copy of the certification will be filed in the employee's confidential medical file in Human Resources.

A negative COVID-19 antibody testing is not an acceptable confirmation of a negative COVID-19 test result or an acceptable medical clearance to return back to work.

SAFETY SCREENINGS

As a result of COVID-19 and in an effort to protect the health and welfare for all employees, the Company has implemented temporary screening procedures. ALL home offices employees **must** complete a wellness screening questionnaire before they are permitted to report to their work location. Employees working in a DHS hotel may be subjected to a wellness check, to be completed immediately prior to starting their work shift.

If an employee refuses the safety screening, they will not be permitted to work in the office or at the hotel until they do so. If it is discovered that an employee is working without the appropriate safety clearance, they should immediately be sent home for the remainder of the workday. They will not be paid for the remainder of the shift unless they submit vacation or sick time and they will be required to follow the safety procedure before they can resume working. Employees who fail to adhere to the safety screening and/or other policy-related protocols may be subjected to disciplinary actions, up to and including termination.

Employees who visit Company locations other than their primary workplace will be required to follow the safety screening procedures for the Company location they are visiting. Location-specific safety screening procedures are posted at each location.



COVID-19 Policy Acknowledgement

I have read the Company's COVID-19 Policy (attached) and agree to all of its terms and conditions. I understand that I am required to continue to abide by Company policies and procedures as described within the Employee Handbook and as disclosed on the Company's HR website – www.donohoehr.com. I further understand that I may be required to complete a safety questionnaire before entering the workplace. Failure to comply with any Company policy may result in disciplinary action, up to and including termination. At the discretion of the Company, this agreement may be modified or terminated at any time and for any reason.

Employee Signature

Date

Name: _____

Division: _____

Work Location: ☐ 7101 ☐ 5151 ☐ DCC/CBS/DHS Field _____ (jobsite or hotel)