

Feldman COVID-19 Prevention and Safety Guidelines

The health and safety of our employees, as well as our clients and those that we interact with each day, has been, and will always be, our number one priority. Based on guidance and recommendations from both the CDC and OSHA we have prepared the following guidelines.

ALL employees are required to follow these guidelines. Crew Chiefs are responsible for ensuring that all crew members complete daily self-certification forms (including for contractors, clients etc.); understand Feldman COVID-19 Prevention and Safety guidelines; and understand where wash facilities and hand sanitizing supplies are located/available.

We understand that these are challenging times for all of us and that by continuing to work together to support and look out for one another we will also get through it together!

COVID-19 questions and concerns should be directed to Paul Foley, Michael Feldman, Frank Levesque or your immediate supervisor.

I. Routine COVID-19 Prevention

- a. Clean and disinfect all frequently touched surfaces including workstations, field equipment etc. (sanitizers and wipes are provided to all employees)
- b. All employees are required to wear appropriate PPE (masks, gloves, etc)
- c. Maintain appropriate social distancing of at least 6 feet from others at all times
- d. Wash hands frequently with soap and warm water for a minimum of 20 seconds, especially after:
 - i. Using the restroom
 - ii. Before and after eating
 - iii. After blowing your nose, coughing or sneezing
 - iv. Before and after touching your face or eyes
- e. Do not shake hands
- f. Avoid touching your face, eyes, nose or mouth
- g. Cover your nose and mouth with your elbow or a tissue when you cough or sneeze (throw tissue away and wash hands immediately)
- h. Do not carpool
- i. Avoid the use of co-worker tools, phones, PPE etc.

II. Symptoms of COVID-19

- a. Cough
- b. Fever (100.3 degrees Fahrenheit or greater)
- c. Sore throat
- d. Shortness of breath
- e. Persistent pain or pressure in the chest

III. If you are displaying ANY of the above symptoms OR do not feel well

- a. Notify your supervisor or a COVID-19 contact immediately (if you are at work you will be sent home)

- b. Stay home until you are properly assessed and allowed to return to work by your doctor
- c. Return to work will only be granted after appropriate quarantine period as determined by your doctor, and a doctor's note stating when it is safe for you to return to work
- d. We will ask you to confirm all areas you have been in and individuals you may have had contact with in the seven days previous to the onset of symptoms
- e. If you are tested for COVID-19 and confirmed positive we will inform all individuals with whom you have had close contact in the previous seven days.

IV. If you are informed that you may have been in close contact with a co-worker with symptoms or that does not feel well

- a. We will make you aware of this without identifying the individual (unless they grant permission). If that individual tests positive for COVID-19 we will also inform you accordingly.
- b. If you have had close contact we will advise you to stay home until you have had an opportunity to be assessed by your doctor. Return to work will only be granted after appropriate quarantine period per your doctor and with a doctor's note. Close contact is defined as:
 - a. Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case
 - b. Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)
- c. If you have had casual contact (i.e. walking by someone or being in the same general area) we will ask that you self-monitor for any symptoms

V. If you have had close contact with someone outside of Feldman who is being tested for and/or has been confirmed positive for COVID-19

- a. Notify your supervisor or a COVID-19 contact immediately (if you are at work you will be sent home)
- d. We will advise you to stay home until you have had an opportunity to be assessed by your doctor. Return to work will only be granted after appropriate quarantine period (if necessary) per your doctor's recommendation and with a doctor's note.

VI. Questions?

- a. With the amount of information out there (that is also frequently updating and changing) we understand and expect that there may be a lot of questions. Because each situation can be different from the next we ask that any employee with questions or concerns contact their immediate supervisor or any one of the COVID-19 contacts above.