

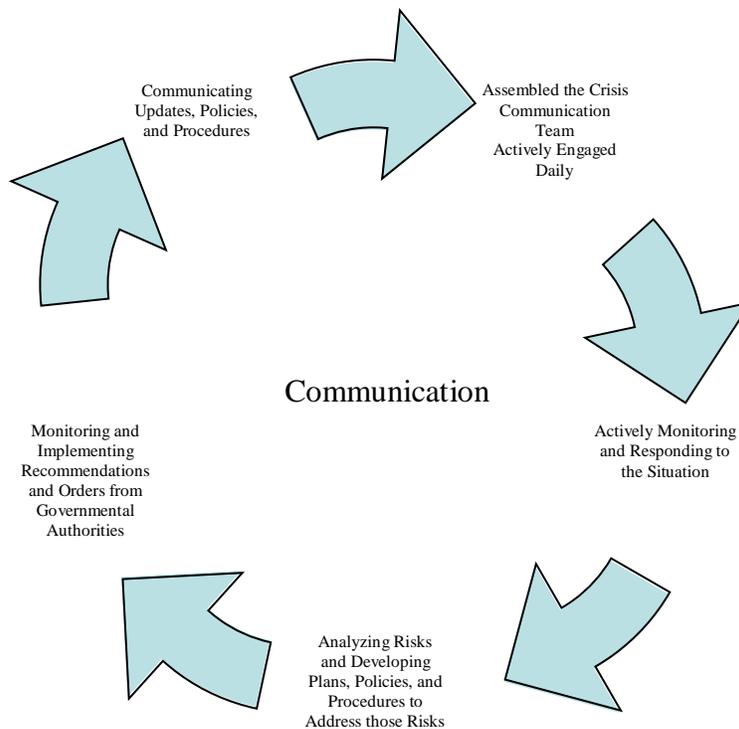


Tri-City Electrical Contractors, Inc. COVID-19 Response Plan Version 4.0 – March 17, 2020

Introduction

The purpose of this Response Plan is to provide guidance, support, and contact information for employees and outlines how Tri-City will respond to any impacts to employees and the business. The goals of the Response Plan are to protect employees and their families as well as our customers, to maintain business operations, communicate, and to ensure that Tri-City complies with contractual and regulatory obligations. This Plan will be reviewed and updated on a regular basis as the situation develops and new guidance from governmental authorities is received.

Tri-City has developed this approach based on the documents from the CDC, national state and local governments, as well as customers, industry partners and the communities where we operate. Our approach may be characterized with the following diagram:



Crisis Communications Team

The Response Communications Team is comprised of the following:

Jack A. Olmstead President

Rance Borderick, Vice President

Mike Germana, Chief Financial Officer

Natasha Washburn, HR Director

Mike Powers, Training and Safety Director

CL Janeski and Kevin Neal, Divisional Managers

Ken Curcio, Regional Divisional Manager

Kim Richmond, IT Director

Chris Szydlowski, Regional Commercial Operations Manager

Matthew Hardy, Director of Healthcare

Contact Information

Employees may contact the following for further information:

www.tcelectric.com/coronavirus/

Tri-City Main Line: 407-788-3500

Tri-City COVID-19 Helpline: 407-788-3059 ext. 2512

Human Resources: Natasha Washburn: 563-299-1291

Safety: Mike Powers: 407-509-0225

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Protecting our Employees and Customers

Guidelines to Help Ensure a Healthy Environment

- During this virus outbreak a no handshake/fist bump policy is enacted. Employees should refrain from touching others until the risk of infection, as directed by the CDC, is eliminated.
- As the current COVID-19 virus continues to develop in our communities, maintaining a healthy work environment for our people is our top priority. Tri-City is providing specific guidance that if you are feeling unwell or manifesting symptoms, you **must** stay home from work.
 - Employees who have symptoms of acute respiratory illness **must** stay home and not come to work until they are free of fever (100.4° F/37.8° C or greater using an oral thermometer), signs of a fever, and any other symptoms for at least **72 hours**, without the use of fever-reducing or other symptom-altering medications (e.g., cough suppressants).
 - Employees must have a doctor's note OR a return to work release approved by HR prior to returning to work.
- Tri-City's top priority is your health and the health of those around you. If you have concerns about your exposure to the COVID-19, call your healthcare provider or telemedicine provider for information about how and where to seek care. Ask your healthcare provider to call the local or state health department, and follow any instructions provided by your provider and the health department.
- To ensure we're delivering a safe and healthy environment, please always follow the guidance provided by the [Centers for Disease Control and Prevention \(CDC\)](#), the [World Health Organization](#), public health authority, and your healthcare provider. The following info-graphics provide additional guidance from the CDC and should be reviewed by all employees.

CORONAVIRUS (COVID-19) WORKPLACE TIPS FOR EMPLOYEES

The following is general workplace health and safety information from the Centers for Disease Control and Prevention (CDC). Stay informed about public health recommendations related to the Coronavirus and other health threats by visiting the CDC website at www.cdc.gov.

CORONAVIRUS (COVID-19)

What is Coronavirus disease 2019 (COVID-19)? Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes the Coronavirus is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

How does the Coronavirus spread? The virus is thought to spread mainly from person-to-person. The virus spreads by droplets made when people with the Coronavirus cough, sneeze or talk. These droplets can land in the mouths or noses of people nearby or be inhaled into their lungs. It may be possible that a person can get the Coronavirus by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

HEALTHY HABITS TO HELP PREVENT THE CORONAVIRUS (COVID-19)

Source: <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>



Avoid close contact.
Avoid close contact with people who are sick. If you are sick, keep your distance from others.



Stay home when you are sick.
Stay home from work, school, and errands when you are sick to prevent spreading your illness to others.



Avoid touching your eyes, nose or mouth.
Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



Cover your mouth and nose.
Cover your mouth and nose with a tissue when coughing or sneezing to prevent those around you from getting sick.



Clean your hands.
Washing your hands often for 20 seconds will help protect you from germs. If soap and water are not available, use an alcohol based hand rub with at least 60% Ethyl Alcohol.



Practice other good health habits.
Use regular household cleaning spray or wipe to clean and disinfect frequently touched objects and surfaces at home, work or school.



Follow CDC's recommendations for using a facemask.
CDC does not recommend that people who are well wear a facemask. Facemasks should be used by people who show symptoms of the Coronavirus to help prevent the spread of the disease to others.



U.S. CHAMBER OF COMMERCE FOUNDATION

For more information about the Coronavirus, please visit the CDC website at cdc.gov.

March 3, 2020

Tri-City Infectious Disease Policy

Protection of Employees and Customers

Tri-City will practice the following for the protection of employees and our customers:

- Tri-City reserves the right to direct employees to stay home.
- Tri-City will separate employees from others and send employees home if there is reasonable belief the employee presents a risk to the workplace.
- Tri-City will utilize the [CDC's COVID-19 Risk Assessment and Public Health Management Decision Making](#) tool to determine the risk of COVID-19.
- Tri-City will inform employees if they may have been exposed to the virus at work while maintaining the confidentiality of the source, in accordance with applicable law.

Catering, Sharing of Food, and Meal-Time Meetings

Tri-City has implemented the following policies regarding catering, sharing of food, and meal-time meetings:

- Employees are encouraged to consume food away from others or practice social distancing while eating.
- Catering of food for meetings and events is canceled until further notice. It is advised to schedule meetings outside of breakfast/lunch/dinner hours and employees should brownbag lunches or eat before or after meetings.
- Lunch and learns should be postponed.
- Employees should not share food including birthday cakes, shared snacks (donuts, items brought from home to share, etc.).
- Request that all vendors stop bringing food to the office.
- All food items left in common areas will be tossed.
- Please refrain from using the drinking fountain, even though they are cleaned regularly, use your personal bottle/cup at the various refill stations.
- Coffee/hot water stations will be shut down as of end of day on Thursday, March 19.

Social Distancing Guidelines

The following social distancing guidelines are implemented to minimize the spread of COVID-19 among employees. During the workday, employees are requested to:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, on-line conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard (three feet) from each other if possible; avoid person-to-person contact. Wipe down meeting surfaces such as tables before and after your meeting.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in work rooms, copier rooms or other areas where people socialize.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

Outside Activities

Employees, to the extent possible are encouraged but not required to:

- Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
- Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

Employee responsibilities and requirements:

- If presenting symptoms, do not come to work.
- Inform your supervisor/manager and HR if you have been to a high-risk destination or have potentially been exposed to COVID-19.
- Refer to the [CDC's guidance on preventing the spread of Coronavirus in homes and residential communities](#) for people who have had close contact with a person confirmed to have COVID-19.

Vacation/Sick Policy

During Tri-City's response to the COVID-19 outbreak the following Sick/Vacation policies will apply. This policy is subject to change at any time.

- Tri-City's current Sick/Vacation policies will apply to all illnesses/leave/vacation requests not related to COVID-19.
- Tri-City will extend up to five days (40 hours) of Sick time for employees who have been required by a public health authority to enter quarantine and for those employees who are awaiting test results. A doctor's note or quarantine order is required documentation to receive this allowance. This is limited to a one-time occurrence.
- If a salaried or hourly office employee becomes quarantined for possible exposure to the virus, they may request to work from home from their supervisor/manager. If reasonable accommodations cannot be made for the employee to work from home, they will be required to either use their PTO until cleared to come back to work, or take unpaid leave until cleared to come back to work. Employees may draw a negative balance in their Vacation bank, up to 40 hours, which must be repaid to Tri-City within 1.5 years from the date the employee returns to work.
- Employees who have contracted COVID-19 will be required to use their available Sick/Vacation balance and if further time off is needed apply for short term disability. Employees may also elect to take unpaid leave for any portion of their recovery.
- If an employee must stay home to care for children who have experienced a school closure, they must obtain approval from their supervisors to stay home. Employees may elect to treat this time as unpaid leave; otherwise, employees must utilize their Sick/Vacation bank and may draw a negative balance in their vacation bank up to 40 hours, which must be repaid to Tri-City within 1.5 years from the date the employee returns to work. However, employees who have the capability to work from home may, if feasible, can as approved by their supervisor/manager.

Responding to Exposures to the Virus

What Tri-City will do if an employee has been exposed or is symptomatic:

- Tri-City will maintain the confidentiality of all employee's health information including the status of employee's COVID-19 test results.
- Tri-City will refer to the [CDC's Risk Assessment](#) matrix to assess the risk.
- If an employee appears to have acute respiratory illness symptoms at work, they will be separated from other employees and sent home immediately.
 - Sick employees will be instructed to contact their healthcare provider/telemedicine provider for further assessment and instructions.
 - Sick employees should follow their healthcare provider's directions if they are recommended for testing.
- If an employee is confirmed to have COVID-19, Tri-City will inform all employees and customers affected of their possible exposure but will keep the infected-employee's personal information confidential as required by applicable law.
 - The infected Tri-City office(s)/facility(ies) in which the employee works will be closed for 72 hours and Tri-City will hire an industrial cleaning crew to clean and sanitize the office.
- Employees exposed to a coworker with confirmed COVID-19 will be referred to the CDC's guidance on how to conduct a risk assessment and will be instructed to contact their healthcare provider.
- Employees who are well but who have a sick family member at home with COVID-19 must notify their supervisor/manager and refer to the CDC's guidance for how to conduct a risk assessment of their potential exposure.
- Public health orders are law. Employees who are under a public health order for isolation or quarantine cannot come to work. However, employees who have the capability to work from home may, if feasible.

Employee Personal Travel to High Risk Areas

- Employees should refer to the [CDC's Coronavirus Disease 2019 Information for Travel site](#) to assess current risk by location. Employees should also refer to this site regarding their personal travel and quarantine procedures when returning from a Level 3 country.
- Employees returning from countries and locations with widespread or ongoing community spread (Level 3 Travel Health Notice) will be required to stay home for a period of 14 days from the time you left the area, this includes all cruise ship travel. Employees will be required to utilize Sick/Vacation for this 14 day period and/or work from home if feasible and as approved by your supervisor/manager; otherwise, employees may elect to treat this 14 day period as unpaid leave.

- The CDC recommends that people returning from an area with widespread ongoing community spread take the following steps to monitor their health and practice social distancing:
 1. Take your temperature with a thermometer two times a day and monitor for fever. Also watch for cough or trouble breathing.
 2. Stay home and avoid contact with others. Do not go to work or school for this 14 day period. Discuss your work situation with your supervisor before returning to work.
 3. Do not take public transportation, taxis, or ride-shares during the time you are practicing social distancing.
 4. Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.
 5. Keep your distance from others (about 6 feet or 2 meters).

Employee Job-Related Travel

Tri-City has enacted a moratorium on all non-essential domestic and international travel.

- Non-essential means that unless the reason for travel is related to an operational continuity issue, employees should find a way to conduct the meeting virtually.

Employee Attendance at Meetings, Conference and Events

The Crisis Communication Team continues to evaluate upcoming employee attendance, including meetings, conferences, and events and will make decisions on employee attendance on a case-by-case basis. Employees must notify superintendent/manager of any upcoming job-related events for guidance on whether they should attend. Whenever possible, employees should default to virtual meetings. Employees who are concerned about attending events are not required to attend.

Office Closures and Remote Working

If the Crisis Communications Team identifies the need to close Tri-City offices or facilities, managers will implement their coronavirus Contingency Outlines and will authorize those employees who have the ability to work from home to do so. Employees who cannot work from home will fall under the Sick/Vacation Policy detailed above.

Jobsite Closures

If a jobsite closes, Tri-City will make every effort possible to reassign employees to alternate jobsites.