ROSENDIN

COVID-19 – UPDATES

Per the Centers for Disease Control and Prevention (CDC), the immediate health risk from COVID-19 to the general American public is considered low at this time. As a company, we are continuing to monitor updates from the CDC, as well as guidance from local health departments, and will provide additional guidance as necessary.

Answers to Frequently Asked Questions

1. **What if I have had exposure to someone who has been diagnosed with COVID-19?**

If you have been notified by the Centers for Disease Control (CDC), state health authorities, or local health authorities that you have had exposure to someone who has been diagnosed with COVID-19, you will not be permitted to come to work for a period of 14 days to minimize the risk of potential exposure to others in the workplace. If you feel well enough to work, and your position allows you to work remotely, you may work from home during this 14-day period. Please contact your manager or Human Resources to coordinate working from home.

For those whose job positions do not permit work from home, the company will follow the regular PTO, sick leave, and vacation policies.

2. **What if an employee contracts COVID-19?**

If an employee contracts COVID-19, he or she will not be allowed in the workplace, even if the employee is not experiencing severe symptoms. The work-from-home option applies for those who feel well enough and want to work from home.

3. **Will Rosendin notify employees if a co-worker has been diagnosed with and/or exposed to COVID-19, and how?**

In the event an employee is diagnosed with the COVID-19 virus, the CDC guidelines recommend that employers inform fellow employees of their possible exposure to COVID-19 in the workplace. We must, however, maintain confidentiality and not identify the affected employee, as the ADA and state medical privacy laws generally prohibit disclosing employees' confidential medical information to other employees (including managers), such as whether the individual has a communicable disease.

In addition, we follow the advice of the CDC and local health agencies in terms of determining whether others who may have been exposed need to self-isolate.

4. **What if I contract COVID-19 at work? Will I receive pay since it is mandatory to be off work?**

We are not aware of any Rosendin employees who have been exposed to the COVID-19 virus at work. Employees who are proven to have contracted the COVID-19 virus at work will be paid for any period taken off work for this condition. You should stay home until you are no longer contagious, <u>and</u> we will need you to provide a written release from your healthcare provider to return to work.

Rosendin will coordinate employee pay with any state disability benefits or workers' compensation benefits for which an employee is eligible as a result of occupational exposure.

As set forth in response to FAQ #1, if you feel well enough to work from home, and your job permits you to do so, you have that option. Of course, your first priority should be your health.

5.   What if I experience symptoms of COCID-19 while at home?

If you are not feeling well, contact your healthcare provider. If the healthcare provider has reason to believe you have contracted the COVID-19 virus, the provider will work with local health authorities for further testing. The provider will also advise on appropriate steps to be taken, such as staying home.

If you test positive for COVID-19, contact your manager and/or Human Resources and advise that you have been diagnosed with the new coronavirus infection. If you have been diagnosed with COVID-19, you must stay at home for a period of 14 days <u>and</u> provide a written release from your healthcare provider to return to work.

As set forth in response to FAQ #1, if you feel well enough to work from home, and your job permits you to do so, you have that option. You should, however, ensure you are putting your health first.

6.   I am concerned to go into an office as I am worried there may be people who are sick. What do I do?

We are not aware of any Rosendin employees who have tested positive for the COVID-19 virus. It's still cold and flu season, and the same practices that stop the spread of these common illnesses are recommended:

- Wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home if you are sick, except to get medical care.
- Cover mouth and nose when you cough or sneeze. Throw the tissue away and wash your hands.
- Clean and disinfect objects and surfaces you touch.

Unless you are ill or have approval to work from home (e.g., FAQ #1), you are expected to report to your office or field location for work.

7.   What if I am a caregiver of someone who has contracted COVID-19 virus?

If you are a caregiver of someone who has contracted the COVID-19 virus (e.g., child or parent), you will be permitted to work from home if your position allows. See FAQ #1.

8.   Am I eligible for medical leave under the FMLA/CFRA?

Yes, assuming that you are eligible for FMLA/CFRA, COVID-19 would qualify as a "serious health condition" under the FMLA/CFRA, allowing an employee to take FMLA/CFRA leave if either the employee contracts the disease or must care for an immediate family member who has contracted the disease.

9.   What is coronavirus (COVID-19)?

Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). COVID-19 is a new strain that has not been previously identified in humans. People contracting COVID-19 virus who have cardiopulmonary disease, weakened immune systems, particularly the elderly are at a higher risk of lower respiratory tract illnesses such as pneumonia or bronchitis.

10.   What are the main symptoms of COVID-19?

Symptoms may include fever, cough, or difficulty in breathing.

11.   How can risk of contracting COVID-19 be minimized?

There are currently no vaccines available to protect you against COVID-19. You may be able to reduce your risk of infection by:
- Washing your hands often with soap and water for at least 20 seconds
- Not touching your eyes, nose or mouth with unwashed hands
- Avoiding close contact with people who are sick

If you have cold-like symptoms, you can help protect others by:
- Staying home while you are sick
- Avoiding close contact with others
- Covering your mouth and nose with a tissue when you cough or sneeze, throwing the tissue into a closed bin immediately after use and washing your hands
- Cleaning and disinfecting objects and surfaces on a regular basis

12.   Rosendin has restricted travel - What is considered "essential" travel?

Essential travel is travel that is critical to business continuity. If you are unsure if your travel is essential, please discuss it with your manager. If you are concerned about how this restriction may impact your performance, you are encouraged to discuss this with your manager or HR.

13.   How long will this guidance be in place?

This is a rapidly evolving situation, and this guidance is a response to what information is available to us at this time. Additional or revised guidance may be issued should the situation change. We will continuously assess whether the existing guidance remains appropriate.

Resources for more information
Centers for Disease Control and Prevention (CDC): www.cdc.gov/coronavirus/2019-ncov/index.html
CDC travel information: www.cdc.gov/coronavirus/2019-ncov/travelers/index.html
World Health Organization (WHO): www.who.int/emergencies/diseases/novel-coronavirus-2019
WHO travel information: www.who.int/emergencies/diseases/novel-coronavirus-2019/travel-advice