



**COVID-19**  
**PROCESS & PROTOCOL**  
**UPDATE**

We continue to closely monitor the COVID-19 virus and the responses throughout our Nation, State and Communities. Our greatest concern remains the health and well-being of our Employees and their family. Given the fast pace developments, we have revisited our previous statements and policies and made some adjustments that are reflected below.

- For O'Connell Electric employees who have visitors that stay at their home or family members that live with them who have traveled in the last 14 calendar days to one of the Restricted States as identified by NYS, those employees do not need to take any precautions or limit their work activities in any way. There is no longer a need to self-quarantine or be tested for COVID-19.
- For any O'Connell Electric employees who have traveled in the last 14 calendar days to one of the Restricted States as identified by NYS, those employees must be tested within 24 hours upon their return from one of the Restricted States.
- Employees who work from an office location and who rarely travel to the field, they may immediately return to the office, but they must wear a mask until they receive a documented negative result. A mask must be worn at all times while in the office, with the exception of while in a private office alone.
- For employees whose core responsibilities include field visits or who make field visits as a regular course of business, those employees may immediately return to field visits upon returning to NYS. If they visit or spend time in any O'Connell Office, they must wear a mask at all times until they have received a documented negative result. A mask must be worn at all times while in the office, with the exception of while in a private office alone. Examples of the employees included are Project Managers, Estimating, Engineers, Safety Team members, etc.
- If it is critical to have inter-Company, Customer or Vendor meetings in-person, with no reasonable alternative, those meetings can be held in an O'Connell Electric office with pre-approval from Sue Parkes-McNally, Tom Parkes or Dan Oberlies. Those meetings shall be contained to a single conference room, and all visitors must wear a face covering while walking in and out of the building. Additionally, any movement within the building must be limited, and disinfecting must occur after the meeting has ended. These meetings are limited to half-capacity of the room being utilized, and social distancing should be maintained at all times.
- The sharing of food, providing communal food or cafeteria style meals are not approved at this time. Any food that is brought into the office by a third-party entity or an Employee must be single-serving wrapped or boxed food or meals.