



COVID-19 FACE COVERING PROTOCOL

We continue to closely monitor the COVID-19 virus and the guidance provided by Federal, State and Local Government entities. Our greatest concern remains the health and well-being of our Employees and their Families. Given the fast pace developments, we have revisited our previous statements and policies and made some adjustments that are reflected below. These changes are effective immediately.

Wearing a face covering/mask when around others seems to be one of the most effective practices against spreading COVID-19. Rather than trying to determine the appropriate distance, we are recommending the guidance below be followed anytime you are among others.

We strongly recommend and encourage that masks/face coverings be worn in the following circumstances:

1. Whenever you are out of your desk chair and leave your immediate work area. This includes all common areas, kitchens, break rooms, etc.
2. If your Department area can be closed off with a door, you *do not* need to wear a mask while working in that area, i.e. Billing, Payroll, Accounts Receivable, etc.
3. When meeting with someone in a private office.
4. When meeting in a conference room or training room.
5. When in warehouse areas.
6. When in the Fabrication Shop.

All other protocol and requirements remain in place.

For those employees who go back and forth between job sites and their office, effective Saturday, November 21, 2020, we ask that you significantly reduce that number of people, and have as many as practicable work from home and not report to the office. You can continue to visit job sites. This arrangement will remain in place until Sunday, January 10, 2021. Positions to consider are Project Managers and Safety personnel.