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*The global spread of COVID-19 is affecting every one of us. Individually we must do all that we can to limit and stop the spread of COVID-19 for the wellbeing of our families, friends, and communities. For this reason, Morefield Communications has created the MOREAlert COVID 19 Safety Plan for Field Based Resources. This pandemic requires all of us to think and live differently. By following the lead of our community safety and health experts, guidance from the CDC, and the World Health Organization we want you to be MOREAlert to your safety and surroundings.*

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## OUR GOAL

**Morefield Communications** takes the health and safety of our employees very seriously. With the spread of the coronavirus (COVID-19), a respiratory disease caused by the SARS-CoV-2 virus, Morefield must remain vigilant in mitigating the outbreak. In order to keep our employees safe and maintain operations, we have developed this COVID-19 Safety Plan known as MOREAlert to be implemented, to the extent feasible and appropriate, throughout the company following our workers to customer locations. Morefield has also identified a team of employees to monitor the related guidance that the U.S. Center for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and local, state and national leaders continue to make available.

Please note that this Plan is based on information available from the CDC and OSHA and other public officials at the time of its development, and as such, is subject to change based on further information provided by the CDC, OSHA, and other public officials. Morefield may also amend this Plan based on operational needs.

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### *Responsibilities of Office Staff*

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All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must always set the precedent and standard by following the guidance **set forth in this document. This involves practicing good personal hygiene and remote-client site safety** practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

Dispatchers and Project Managers will check with on-site contacts to verify that a safety plan is in place prior to scheduling on-site work. If a client informs us that there is no safety plan in place, Dispatchers and Project Managers will inform the customer contact that they need to seek approval prior to scheduling on-site work. A manager must be contacted for prior approval. The manager will take steps with the client so that a plan is in place that provides protection to our staff and employees. Project Managers must provide the safety contact to the Morefield staff scheduled to arrive on site. If any Morefield employee arrives at a client site and is witness to any activities that raise concern – the employee is to leave the site and contact their manager.

## *Responsibilities of all Employees*

The Company is asking every one of our employees to help with our prevention efforts. To minimize the spread of COVID-19, everyone must play their part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices for all employees who visit client sites. All employees must follow these guidelines regardless of being fully vaccinated or not. In addition, employees are expected to report to their managers or supervisors if they are experiencing any signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact the HR Department.

If you will be going to any Morefield Office or Client site, you must use our MOREALERT app to register your temperature prior to leaving your house. The MOREALERT app logs your temperature in a database with highly restricted access. HR is the only person allowed to access this information. If you log a temperature of 100.4 or higher the app will also notify HR of the high temperature alert. HR will contact you shortly thereafter. You should not report for work if you have a temperature of 100.4 or above. If you submit a temperature in error, simply enter the correct temperature and submit again. HR will still contact you to make sure it was simply a mistake. This app is also where you report the level of personal protective equipment (PPE) supplies you have on-hand. This allows Morefield to properly stock PPE and get this equipment to you whenever you are running low. If it is the case where you are running low on PPE, the app will alert specific office staff of your PPE levels and when you need replenishment. They will contact you directly to see if you will be in the office to pick up supplies, or if you would like to have them shipped to you.

The CDC, OSHA, and other public health officials have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 30 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 70% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, masks are always required to be worn when in public.
- Avoid contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing
- Fever
- Shortness of breath, difficulty breathing
- Loss of taste / smell
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your supervisor and healthcare provider right away. Likewise, if you come into close

contact with someone showing these symptoms, call your supervisor and healthcare provider to seek guidance on proper next steps.

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## *Client Site Protective Measures*

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The Company has instituted the following protective measures for those working at client sites.

- Masks must be worn when in the vicinity of others.
- Employees should wash or sanitize hands immediately before starting and after completing the work.
- If any employee is witness to any situation that causes a concern for safety, the employee must leave the client site immediately and call their manager for direction.
- Employees should limit the use of co-worker's tools and equipment. To the extent tools must be shared, the use of alcohol-based cleaner / wipes should be used to clean tools before and after use.
- Employees must avoid physical contact with others and shall direct others to increase personal space to at least six (6) feet, where possible.
- Any employee who discovers that they have been exposed to an individual who has tested positive for COVID-19 must notify their manager immediately.
- Employees are not allowed to carpool. Each employee will drive their own assigned vehicle. No visitors are permitted inside company vehicles.
- All in-person meetings should be limited. To the extent possible, meetings will be conducted via VTC or telephone. When arriving onsite to perform technical work, call your contact to inform them that you are onsite and if possible, avoid the meet and greet before you start work. Make sure you call your contact to inform them that you have completed and are leaving.
- The company will divide crews / staff into groups where possible so that projects can continue working if one of the teams is required to quarantine.
- During onsite work, employees must sanitize high-touch points that are near them upon arrival and immediately before departure. Morefield will provide alcohol-based sanitizer / wipes for this purpose. Examples of high-touch points are doorknobs, phones, desks, keyboards, handles, etc.
- Construction and maintenance activities within occupied office buildings, and other establishments, present unique hazards with regards to COVID-19 exposures. Everyone working within such establishments should evaluate the specific hazards and formulate a plan for maintaining all best practices while on site.

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## *Jobsite Exposure Situations*

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### **Employee Exhibits COVID-19 Symptoms**

If an employee exhibits COVID-19 symptom(s), the employee must remain at home until he or she is symptom-free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Company will similarly require an employee who reports to work with symptoms to return home until he or she is symptom-free for 72 hours (3 full days). Employees are required to obtain a doctor's note clearing them to return to work.

### **Employee Tests Positive for COVID-19**

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom-free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least seven (7) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The Company will require an employee to provide documentation clearing his or her return to work.

### **An Employee who is not Fully Vaccinated and has Close Contact with an Individual Who Has Tested Positive for COVID-19**

Employees who are not fully vaccinated and have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to obtain a COVID-19 test. Employees who receive a negative test result will be required to quarantine for seven (7) days if the test occurred on day five (5) or later. Employees who are unable to be tested or obtain a result prior to five (5) days from exposure will be required to quarantine for 10 days. Close contact is defined as six (6) feet for 15 minutes or longer.

If the Company learns that an employee has tested positive, the Company will conduct an investigation to determine co-workers who may have had close contact with the confirmed positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to be tested. Employees who receive a negative test result must quarantine for seven (7) days. The test must occur on day five (5) or later. If the employee is unable to be tested or receives a negative test result prior to five (5) from the exposure, they will be required to quarantine for 10 days.

If applicable, the Company will also notify any clients, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and is encouraged to be tested. Employees who receive a negative test result must quarantine for seven (7) days from the date of exposure. The test must occur on day five (5) or later. If the employee is unable to be tested or receives a negative test result prior to five (5) from the exposure, they will be required to quarantine for 10 days.

*Eighty hours (80) of additional time has been set aside, separate from normal ETO balances, for every employee in the event of a COVID-19 illness. See HR for questions about these hours.*

## **A Fully Vaccinated Employee Has Close Contact with an Individual who has Tested Positive for COVID-19**

According to CDC guidelines, an individual is considered to be fully vaccinated when:

- Two weeks after receiving their second dose of a 2-dose vaccine series such as Pfizer or Moderna
- Two weeks after receiving a single-dose vaccine like Johnson and Johnson

If an employee who meets the above definition of being fully vaccinated has close contact with an individual who tests positive for COVID-19, they are not required to quarantine or to obtain a test unless they experience symptoms.

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### *Confidentiality/Privacy*

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Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Company reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Company also reserves the right to inform clients, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.