

# COVID-19 Jobsite & Office Guidance

This guidance is based on what we currently know about COVID-19 as provided by the Centers for Disease Control and Prevention. The best way to prevent illness is to avoid being exposed to the virus. Authorized [COVID-19 vaccines](#) can also help protect you.

## CDC Recommendations for Everyday Prevention

- Wash your hands often.
  - [Wash your hands](#) often with soap and water for at least 20 seconds.
  - Use an alcohol-based hand sanitizer that contains at least 60 percent alcohol if soap and water is not available.
  - Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact.
  - Avoid close contact with people who are sick, even inside your home.
  - [Stay at least 6 feet \(about 2 arms' length\) from other people](#) when possible. Remember that some people without symptoms may be able to spread virus.
  - It is safest to avoid crowded places, mass gatherings, and poorly ventilated spaces.
- Cover your mouth and nose with a [mask](#).
  - Masks are an additional step to help prevent people from getting and spreading COVID-19. They provide a barrier that keeps respiratory droplets from spreading.
- Get vaccinated.
  - Authorized [COVID-19 vaccines](#) can help protect you.
  - If you are [fully vaccinated](#), you can resume some activities you did prior to the pandemic.
- Monitor your health daily. Stay home when you are sick or exhibiting any flu-like [symptoms](#).
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, cough into the inside of your elbow, covering your mouth and nose.
- Clean and disinfect [frequently touched objects and surfaces](#) daily.

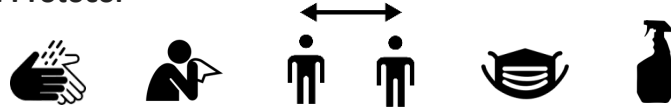
See complete [CDC Guidance on Prevention](#).



## Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear anywhere between 2 to 14 days after exposure to the virus. [Symptoms](#) could include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, nausea, vomiting or diarrhea.

## Work Location Protocol



- Follow CDC prevention guidelines around personal hygiene and sanitation, including hand washing, covering coughs and sneezes, etc.
- Limit all person-to-person contact.
  - Greet each other with a wave instead of a handshake.
  - Avoid sharing personal tools.
  - Use touchless processes where possible.
  - Bring your own lunch or eat an individually packaged meal. No sharing of food or drinks.
- Socially distance at least 6 feet whenever possible, including at lunch and on breaks.
- Follow best practices and CDC/OSHA guidance in choosing when to wear a face mask to protect yourself and others from the spread COVID-19. While masks are no longer required, we are still responsible to and for each other's safety every day.
  - Follow safety guidelines specific to your location or worksite. If a mask is required at your worksite, wear one.
  - Those who wish to continue wearing a mask are welcome to do so, even when not required at your location.
  - Circumstances may still necessitate the need for a mask, such as during an outbreak or at a gathering where physical distancing is not possible.
  - If you are performing a task requiring a respirator, face shield, or equivalent PPE according to MAREK safety guidelines, be sure to wear the appropriate PPE. A cloth face covering or medical mask is not a replacement for a respirator or face shield when one is required.
- Limit the size of in-person gatherings and maintain 6' physical distancing.
  - In most cases, in-person gatherings should be limited to 10 people and participants should maintain 6' distance from each other.
  - For meetings such as toolbox talks or stretch and flex, break up into smaller groups versus one large group. Physical distance even when in a small group.
  - Meet in open, well-ventilated areas whenever possible.
  - Meeting room occupancy is limited to the number of people who can safely participate while physical distancing. Approved occupancy limits will be posted outside rooms based on their size.
  - Virtual meetings are still encouraged where appropriate.

- If there is an essential need for a larger gathering and physical distancing cannot be maintained, masks will be required.
- Limit elevator usage when occupied with multiple people. Use stairs when possible.
- Essential jobsite visits are permitted based on jobsite guidelines. Visitors to offices are permitted if unvaccinated visitors wear masks.
- Increase cleaning and disinfection of work locations, including frequently touched objects and surfaces, common areas, tools, etc.
- Follow any additional health or safety protocols specific to your work location.

### **Self-Screen Before Reporting to Work**

You must self-screen for symptoms daily before reporting to your work location. Please notify your supervisor if you are unable to report to work for any of the following reasons.

- Stay home if you are sick with any illness that could be contagious or are exhibiting any flu-like [symptoms](#).
- Stay home if you have COVID-19 or have recently been in close contact with someone who has COVID-19 and you need to quarantine per the guidelines in this document.
- Stay home if you need to quarantine per the travel guidelines in this document.

### **Work Location Screening**

You may be required to participate in additional screening required for entry at your work location, including but not limited to temperature scans and COVID-19 related health and safety questionnaires.

### **Travel Protocol**

Discuss any travel plans with your supervisor prior to making reservations. Consider the following restrictions on your ability to return to work should you travel.

#### **International Travel**

There are restrictions on your return to work and you must contact HR prior to returning in person if:

- You travelled to another country via mass transit (airplane, train, bus, cruise ship) and you were **not** fully vaccinated *within the 6 months prior* to your trip. You are not allowed to return to our offices or jobsites for 14 days from the date you departed the international location and must be symptom-free prior to returning.
- You had close contact with any individuals who travelled internationally by mass transit (airplane, bus, train, cruise ship) within the last 14 days and you were **not** fully vaccinated *within the last 6 months*. You are not be allowed at our offices or jobsites until the traveler you were in close contact with has been symptom-free for 14 days from the date they travelled, and you are symptom-free as well.

You may return to work if you are symptom free and:

- You travelled to another country via personal vehicle (car, SUV, truck).
- You travelled to another country via mass transit (airplane, train, bus, cruise ship), you were fully vaccinated *within the 6 months prior* to your travel, and you provided proof of vaccination to HR.
- You came in close contact with someone who traveled to another country via mass transit (airplane, train, bus, or cruise ship), you were vaccinated *within the 6 months prior* to coming in close contact with him or her, and you provided proof of vaccination to HR.

### **Domestic Travel**

There are no restrictions on returning to work after travel within the US if you are symptom-free. However, we advise you to take extra precautions and follow government safety guidelines if traveling by mass transit.

Note: These restrictions to access our jobsites and offices apply to any potential visitors as well.

### **Symptomatic or Sick Employees**

If you are experiencing any of the [symptoms described by the CDC](#) or are sick with any illness that could be contagious, such as a cold, the flu, and the like, we ask that you stay home. For the safety of all our employees and clients - please stay home and immediately communicate with your manager or supervisor. In addition, if you know of a coworker or employee displaying these symptoms, please alert a supervisor.

Supervisors should immediately separate an employee displaying flu-like symptoms from other employees, and then send that employee home. The affected person should seek medical care as appropriate and stay away from others.

### **Contact Tracing and COVID-19 Exposure**

- If an employee is confirmed to have COVID-19, MAREK will contact trace and inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). MAREK will follow the same process if notified by a GC that another trade's employee on a shared project site is confirmed to have COVID-19. MAREK will also notify the relevant GC in confidence if a MAREK employee on their project site is confirmed to have COVID-19 and cooperate with contact tracing. Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct [a risk assessment of their potential exposure](#).
- If you have a confirmed case of COVID-19, you will not be allowed back in the office or on jobsites until you meet **all four** of the following criteria: you show no signs of illness or fever for 72 hours without the aid of fever reducing medication, symptoms have improved, ten (10) days have passed since confirmed case of COVID-19, and you have tested negative for COVID-19.
- If you have been in close contact with an individual who has confirmed COVID-19 and either of the following conditions are true, you may continue in-person work if you do not experience symptoms:

- You are fully vaccinated OR
  - You have recovered from COVID-19 within the last 90 days
- If neither of the above apply to you and you come in close contact with an individual who has confirmed COVID-19, you may *not* return to work in-person until:
  - After 10 days if you have tested negative and the test was performed at least 5 days after the close contact occurred
  - After 14 days without a test

### **Questions, Concerns or Good Catches**

Your supervisors and local office contacts are here for you. In addition, if you have a question or concern about this guidance, find out something we need to know about, or want to acknowledge someone you observe doing the right thing (a “good catch”), you can reach out to a bilingual English-Spanish HR team member in confidence by email or text.

- You can email [communication@marekbros.com](mailto:communication@marekbros.com)
- You can text 713-586-4107