



COVID-19 (Coronavirus) Employee FAQs

These FAQs may be updated from time to time as new information becomes available and/or as we receive new questions from employees.

This document is not intended to be exhaustive, and we encourage you to supplement your knowledge by visiting the [Centers for Disease Control](#) for the latest information.

As a reminder, your supervisor is here to support you and if you have questions or specific concerns related to your work situation, please contact HR for assistance.

In addition to these FAQs, which will be updated periodically, and communication with your supervisor or HR, we want to share more ways you can communicate with us about your questions and concerns.

- We have an email address where you can submit your questions to be reviewed by a bilingual English-Spanish speaking HR operations team. communication@marekbros.com
- You can text questions or concerns to 713-586-4107.

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MAREK COVID-19 Jobsite & Office Guidance

What is MAREK doing as a company to protect employees and help manage the risk of COVID-19?

Based on the latest information and recommendations around preventing the spread of COVID-19, we are:

- Following CDC guidance
- Working with customers to ensure all jobsites are following CDC guidance and addressing any risks unique to a specific jobsite
- Practicing physical distancing
 - Limiting person to person contact, avoiding sharing personal tools, etc.
 - Smaller in-person meetings with 6' in between participants, 10 people or less in most cases
 - Smaller toolbox talks with 6' in between participants and in open, well-ventilated areas
 - Virtual meetings are encouraged where appropriate
 - If there is an essential need for a larger gathering where physical distancing cannot be maintained, masks are required
- Following best practices and CDC/OSHA guidance in choosing when to wear a mask to protect ourselves, our teammates, and others in our work environment
- Requiring employees who are sick or exhibiting any symptoms to stay home
- Requiring employees who come in close contact with someone who has COVID-19 to self-quarantine, unless the employee who has been exposed is either fully vaccinated or has recovered from COVID-19 in the last 90 days
- Taking immediate action to contact trace any potential COVID-19 exposures in the workplace
- Informing employees about best practice to protect themselves and their families at home
- Working with customers to increase hygiene, sanitization and housekeeping on jobsites
- Increasing hygiene, sanitization and housekeeping in all offices
- Working with our suppliers to ensure they can deliver what we need, such as plenty of bottled water on jobsites

How are we handling visitors to jobsites or offices?

Essential jobsite visits are permitted based on jobsite guidelines. Visitors to offices are permitted if unvaccinated visitors wear masks. Virtual meetings continue to be an option.

What are the restrictions on travel? What if I have upcoming international or domestic personal travel?

Employee Travel

- If you travel internationally by mass transit (airplane, train, bus, cruise ship) and have **not** been fully vaccinated *within the 6 months prior* to traveling, you must self-quarantine for 14 days before returning to your work location. This includes airplane, train, bus or cruise ship travel to Mexico or Canada.
- However, there are no restrictions on traveling internationally by mass transit if you have been fully vaccinated *within the 6 months prior* to traveling and you provide proof of vaccination to HR. We advise extra caution if choosing to travel by mass transit.
- There are no restrictions on traveling by personal vehicle (car, SUV, truck) to Mexico or Canada.
- There are no restrictions on personal travel within the US. We do advise extra caution if choosing to travel by mass transit.

Close Contact Travel

(Such as family members, but could be any individual in close contact with an employee)

- If you have close contact with anyone who has travelled internationally by mass transit (airplane, train, bus, cruise ship) within the last 14 days and you have **not** been fully vaccinated *within the last 6 months*, you will not be allowed at our offices or jobsites until the traveler with whom you were in close contact has been symptom-free for 14 days from the date he or she travelled.
- However, there are no restrictions on coming in close contact with an international mass transit traveler if you have been vaccinated *within the last 6 months* and you provide proof of vaccination to HR.

When am I required to wear a respirator? What about a cloth face covering/mask?

Job Task Related: Respirators

Just like you have in the past, continue to wear a respirator as required for your jobsite task according to MAREK safety guidelines and per your MAREK safety training or as directed by specific jobsite requirements (sanding, drilling, sweeping the floor, etc.). At this time, cloth face coverings or masks are not a replacement for respirators when a respirator is required to perform a task safely. Respirators are required for specific job tasks per manufacturers and OSHA.

Future outbreaks or other supply challenges could contribute to a shortage of respirators at any time. In these situations, healthcare workers are given priority. Please treat the respirators you are using for required job tasks carefully. Keep them clean, use them only when required, and do not share them. Follow guidelines to ensure a proper seal.

NOT Job Task Related: Face Coverings/Face Masks



Please follow best practices and CDC/OSHA guidance in choosing when to wear a face mask to protect yourself and others from the spread of 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. When wearing a mask, cover your nose and mouth.
- 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 other mask is not a replacement for a respirator or face shield when one is required.
- Keep your face covering clean. If cloth, wash your covering after use.

When selecting a covering/mask for personal use, educate yourself first from [trusted sources](#).

Other Inquiries

What should I know about vaccines?

Authorized [COVID-19 vaccines](#) can help protect you from COVID-19. The CDC highlights a few key [things we should know about vaccines](#), including that authorized vaccines are [safe and effective](#). If you have questions about the vaccine specific to you and your health, your physician can assist you.

It typically takes two weeks after vaccination for the body to build protection (immunity) against the virus that causes COVID-19. You are not fully vaccinated until two weeks after the second dose of a two-dose vaccine or two weeks after a one-dose vaccine.

While vaccines can help protect you from COVID-19, the CDC indicates the healthcare community is still learning how well vaccines prevent you from spreading the virus that causes COVID-19 to others (even if you do not have symptoms) and how effective the vaccines are against the new variants of the virus.

MAREK is not requiring the vaccine; however, we encourage you to consider it and discuss it with your physician or other healthcare professional if you have questions or concerns.

Will MAREK's health insurance cover the expense of testing for the COVID-19 virus?

If you are currently enrolled in one of MAREK's health insurance plans, yes, the plan will cover the cost of testing for the virus.



What if an employee shows up at my location and says he/she is sick or thinks he/she may have been exposed to someone who has COVID-19?

Please notify your supervisor immediately so we can take action.

Any employees who are sick are required to stay home. Supervisors should immediately separate an employee displaying flu-like [symptoms](#) from other employees, and then send that employee home. Further, they will not return to our offices until they show no signs of illness or fever, without the use of a fever reducing medicine, for 72 hours.

Even if the individual is not a MAREK or MEMCO employee (perhaps an employee of another trade partner at a jobsite), please notify your supervisor immediately so we can take action with the GC or appropriate party.

If someone tells you he or she has or has been exposed to COVID-19, please notify your supervisor and HR immediately so we can take action.

What steps do I take if I am diagnosed with COVID-19?

- Please contact HR immediately to answer any questions, assist in placing you on a leave of absence and help secure any applicable benefits for which you may be eligible.
- Follow all healthcare instructions from your doctor.
- Stay home from work. If an employee has a confirmed case of COVID-19, he or she will not be allowed back in the office or on jobsites until **all four** of the following criteria are met: he or she shows no signs of illness or fever for 72 hours without the use of a fever reducing medicine, symptoms have improved, ten (10) days have passed since confirmed case of COVID-19, and he or she has tested negative for COVID-19.
- If an employee is confirmed to have COVID-19, MAREK will 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). Employees exposed to a co-worker with confirmed COVID-19 may refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

What resources are available if I am experiencing stress and anxiety during this time?

We want to remind you of company resources available to help you deal with stress and anxiety should you not want to speak with your supervisor or Human Resources.

Employee Assistance Program

Confidential counseling sessions for personal matters.

- Contact Number: 713-500-3327
- Toll-Free Number: 1-800-346-3549



Additional Resources – Remote Doctor Visits

*MD Live (**Through 6/30/21**)* – Receive the care you need from anywhere by speaking to a doctor directly who can diagnose your symptoms to send in a prescription or provide further recommendations for medical care. MD Live is available 24/7, seven days a week virtually.

- Contact Number: 1-800-770-4622
- Online: www.mdlive.com/marek

*Virtual Visits (**Effective 7/1/21**)* – When MAREK’s new United Healthcare plans go into effect on July 1, 2021, you will continue to have 24/7 access to a doctor by video chat. Virtual Visits will replace MD Live as your go-to source for remote doctor visits.

What if I have questions regarding my 401K?

If you are currently participating in the MAREK 401k plan or have a balance in the plan and have questions, you can call BPAS at (866) 401-5272. Remember that you have complete access to your account at WWW.BPAS.COM. If you have never logged in you will need to set up an account. To set up an account you will need your a) Social Security Number b) Date of Birth and c) MAREK’s plan ID Code. For the plan ID code please contact Juana Rodriguez or Sindy Payne via phone at 713-681-2626.

Another great resource is Financial Finesse. This is available to MAREK employees at no cost and provides access to various financial education/planning tools, along with access to Certified Financial Planners. They can be reached by phone at (844) 605-6355 Monday – Friday 9am to 8pm or online at <https://secure.financialfinesse.com/flc/marekbrothers>.