



EMI Response to COVID-19

Memo:COVID-19 Policy

Date:May 28, 2020 (Updated)

To: All Employees

From: HP&S

This policy's intent is to provide guidance for EMI employees and management regarding the coronavirus known as SARS-CoV-2 (the virus) or COVID-19 (the disease caused by the virus). It includes the measures we are actively taking to mitigate the spread of coronavirus in our workplace. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all behave responsibly and transparently to these health precautions.

This policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update all employees as soon as possible. This policy is effective immediately until further notice from the Executive Team.

1. Scope

This policy applies to all employees of our company. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

2. Policy

Outlined below are the required actions employees should take to protect themselves and their co-workers from a potential infection.

a. Sick Leave

- If you have flu-like symptoms, or a temperature of 100.4°F or more, do not come to work. Any employee exhibiting signs of respiratory illness or fever will be sent home unconditionally. Employees who are suspected or presumed to be sick by management will be sent home immediately.
 - i. Symptoms according to the CDC: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.
- Employee who have a temperature at or above 100.4°F(37.8°C)should contact their health care provider immediately. Make contact by phone with your health care provider before arriving to their medical facility.
- Employees who are impacted by this virus will not experience disciplinary measures regarding EMI's attendance policy. Employee options when required to be away from work include: Paid Time Off (PTO), Unemployment or Unpaid Leave.
 - i. The CARES act provides relief to individuals and family members of those who are directly affected by COVID-19. Individuals who are eligible to receive this benefit must complete the Emergency Family and Medical Leave Request form which can be obtained from Employee Services.



- b. Employees Showing Signs of Respiratory Illness
 - Employees who exhibit symptoms of respiratory illness will be sent home. Employees are required to stay home at least 7 days from the time they experienced symptoms AND at least three days after they have no fever (without taking medication to reduce fever) AND have improvement in their respiratory symptoms. A medical release from a doctor is not required to return to work.
 - c. When Exposed to COVID-19
 - If exposed to someone with confirmed COVID-19 and you are NOT experiencing symptoms of respiratory illness, employees will be required to stay at home for 14 days from the time they were exposed to the confirmed COVID-19.
 - If exposed to someone with confirmed COVID-19 and you ARE experiencing symptoms of respiratory illness, employees are required to stay at home for at least 7 days from the time they experienced symptoms AND at least three days after they have no fever (without taking medication to reduce fever) AND have improvement in their respiratory symptoms (cough, shortness of breath).
 - d. Diagnosis
 - If you experience a positive COVID-19 diagnosis by a medical professional, you can return to work only after you have fully recovered and have been permitted to return to work by a licensed health care professional. All employees must provide documentation from the licensed health care professional that permits their return to work before doing so.
 - e. Contact with EMI Customers
 - All employees shall cease close contact with all EMI customers. Close contact is defined by the Centers for Disease Control and Prevention (CDC) as “within 6 feet.”
 - When checking in or out is required by a customer, employees shall find an alternative method to provide the requested service. A viable option is to make a phone call to the customer to report on EMI arrivals or departures on their property.
 - f. Returning to Work
 - If you have been affected by COVID-19 and restricted from work activities, contact Employee Services by phone or email to coordinate your return. Do not physically arrive to work until authorized to do so by Employee Services.
3. Employee Fitness for Duty- as requested by the Ohio Department of Health
 - a. All EMI employees are encouraged to take their temperature at home before they arrive to work. If a temperature of 100.4°F (37.8°C) or higher is detected, DO NOT come to work. Contact your healthcare provider for further instructions and Employee Services.
 - b. All EMI employees are encouraged to also monitor their health status daily. If you have symptoms of respiratory illness, such as a cough, shortness of breath, or fever, DO NOT come to work.
 - c. Employee temperatures will be checked by EMI management prior to the start of each work shift. Temperatures will be taken by means of a no-contact thermometer. Employees whose temperature is 100°F or higher will be sent home immediately; or



- d. When employee temperatures cannot be taken, i.e., when there is no thermometer available, EMI management will question its employees as recommended by the Ohio Department of Health; employees must answer “no” to the following questions:
1. Do you or a member of your home have symptoms of respiratory infection?
 - i. Symptoms: cough, shortness of breath or difficulty breathing.
 - ii. Or at least two of these: Fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
 2. Have you been exposed to someone with confirmed COVID-19?
 - Should an employee answer “yes” to any of these questions, they will be sent home immediately and permitted to return to work as defined in this policy (*Section 2*).
- e. Employees are encouraged to practice physical distancing, use cough and sneeze etiquette, and practice hand hygiene as often as possible.
- Avoid person-to-person contact of 6 feet or less.
 - Employee are required to wear a face covering when they cannot properly distance themselves from others. An employee working alone, does not need to wear a face covering.
 - Cover coughs and sneezes with your elbow (not your hand) or use a tissue to capture the cough or sneeze.
 - Wash your hands after using the bathroom, sneezing or coughing. When soap and water are not available, use a hand sanitizer with at least 60% alcohol. Avoid touching your eyes, nose, mouth or open wounds in your skin (a.k.a., entry ways into your body) with unwashed hands.
4. Workplace Sanitation
- a. Assigned work areas, stations, equipment, tools, vehicles, etc. will be cleaned on a regular basis or as often as needed.
- Each employee is responsible for disinfecting his/her immediate work area, computer/keyboard/monitor, equipment, machinery, tools, etc. These are items assigned specifically to an individual employee.
 - All high-contact surfaces, such as doorknobs and handles, photocopiers, sinks, counter tops, etc., will be disinfected, at a minimum, twice a day. This is performed by EMI’s cleaning person, the EMI Branch Manager or their respective delegate(s).
 - All other surfaces will be disinfected, at a minimum, once per day.
 - Vehicles will be disinfected, at a minimum, once per day. This is the responsibility of the assigned driver or crew leader of the vehicle. EMI vehicles will be inspected to ensure they are cleaned and disinfected at the close of business by the Closing Manager or their assigned delegate.
 - Equipment, machinery, power and hand tools will be cleaned, at a minimum, once per day. Employees are discouraged from sharing these items with their coworkers when possible. If sharing is unavoidable, employees must disinfect the item before its use.
 - Personal Protective Equipment (PPE) will not be shared by employees whenever possible. All individual PPE, such as safety glasses or gloves, shall be cleaned by the user, at a minimum, once per day. In the event that PPE must be shared, such as a fall protection harness, the respective item will be disinfected by a member of the EMI management team before issuing the PPE to a new employee.
 - Employees must ensure the proper disposal of unsanitary items, such as tissues, napkins, disposable eating utensils, one-time use PPE (e.g., ear plugs), or any item that is used for



cleaning and disinfecting purposes is properly disposed of in a trash can. When you are done with the item, put it in a trash can as soon as possible.

b. Consumables

- All employees are discouraged from bringing food or drink to the workplace with the intention of sharing with their coworkers. Employees **MUST** bring their lunch, as always, but are encouraged not to share food or beverages with other employees.
- Please ensure all food and beverage packages or containers that brought into the workplace are placed in a trash can or cleaned and disinfected immediately after their use.

May 28, 2020.