



July 22, 2020

All Employees-

Please review the following update to our COVID-19 Guidance Document

\*Updates to our previous plan are highlighted

### **Field Crews**

- All employees (field, office, plant) get temperature checked at start of shift or upon first arrival
- Handwashing Stations should be available on every crew.
- Crew huddles should be held with employees separated 6 feet apart or may be held in batches with smaller groups.
- Sanitizing methods should be available in all crew trucks to wipe down surfaces each time when traveling.
- Mandatory mask wearing in all company vehicles when more than one employee is present
- All employees have the option to travel to/from work in their own transportation and park in locations on the job designated by the supervisor.
- Temporary suspension of hotel room sharing requirements for traveling crews.
- Clean and disinfect frequently touched surfaces daily.
- Any employee exhibiting COVID-19 symptoms should stay home and immediately notify their supervisor.
  - Fever
  - Shortness of Breath
  - Dry Cough
  - Known Exposure to the Virus
- Any supervisor noticing any employee exhibiting COVID-19 symptoms may immediately send that employee home.

### **Plant Crews**

- All employees (field, office, plant, lab) get temperature checked at start of shift or upon first arrival
- Close all towers, labs, offices to the general public (posting on the door).
  - Handle all plant transactions thru the window.
  - All visitors should be by appointment only.
- Mandatory mask wearing at all plant/lab buildings where 6' of separation cannot be maintained.
- Mandatory mask wearing in all company and leased vehicles when more than one employee is present
- Crew huddles should be held with employees spread +6 feet apart.
- Clean and disinfect frequently touched surfaces daily.
- Any employee exhibiting COVID-19 symptoms should stay home and immediately notify their supervisor.
  - Fever
  - Shortness of Breath
  - Dry Cough



- Known Exposure to the Virus
- Any supervisor noticing any employee exhibiting COVID-19 symptoms may immediately send that employee home.

**Office Staff:**

- All office personnel and visitors (applicants, vendors, walk-ins) get temperature checked
- Mandatory mask wearing at all meetings. If the meeting/conversation can be held where participants can remain 6' apart, masks can be removed until conclusion.
- Mandatory mask wearing at all offices where 6' of separation cannot be maintained.
- Mandatory mask wearing in all company and leased vehicles when more than one employee is present
- Any employee exhibiting COVID-19 symptoms should stay home and immediately notify their supervisor.
  - Fever
  - Shortness of Breath
  - Dry Cough
  - Known Exposure to the Virus
- Any supervisor noticing any employee exhibiting COVID-19 symptoms may immediately send that employee home.

Please continue to work safely and stay healthy.

Sincerely,

Phillip Bossier