



We have now fully repopulated all of our offices, and we continue to take numerous precautions and institute new practices and processes to assure the health and safety of All Employees. How we interact with each other on a daily basis, the personal hygiene practices we each maintain and the continued adherence to 6' social distancing whenever possible will help assure we all stay healthy.

How are things different?

- Each Office Employee has been issued a mask. Masks are not required to be worn, but they are encouraged for those who choose to wear one.
- Each Office Employee has been issued a personal bottle of hand sanitizer. We have struggled to find acceptable hand sanitizer that is available.
- Each Office Employee will be expected to keep their work area clean and wipe it down with disinfecting wipes each day; the first 15 minutes or the last 15 minutes of each day.
- All Employees are expected to maintain 6' of social distancing whenever they are in the office or outside on Company property. *When 6' of social distancing cannot or is not being maintained, a face covering must be worn.*
- All Conference Rooms and Training Rooms are limited to half-full capacity. Any meetings with more than 4 people are strongly discouraged. Determine alternate means to conduct your business.
- Congregating in Commons Areas, Break Rooms, Warehouses and Kitchens is not allowed. We ask that Employees tend to their business and then move on.
- No more than 2 employees are allowed in a private office at any one time.
- Hand washing with soap & water on a frequent basis is strongly encouraged.
- Kitchen and break areas are to be cleaned and maintained by those who use those areas.
- After using the bathroom, please be sure it is left clean, wiped down around the sink and used paper products are properly disposed.
- Any visits between O'Connell Offices that involve Office Employees must be pre-approved by Susan Parkes-McNally, Tom Parkes or Dan Oberlies.
- For the time being, Visitors from the general public or from vendors are not be allowed to enter our Offices without pre-approval from Susan Parkes-McNally, Tom Parkes or Dan Oberlies.
- Materials and supplies that must be picked-up or dropped-off must be done through the warehouse. All delivery personnel will be required to be logged-in.
- Each building will be cleaned 3 times each week, twice during the week and once over the weekend.

We continue to prohibit any outside catering, and any food brought into the office can only consist of pre-packaged, individually wrapped meals/boxed lunches. "Family style" serving and portions are not allowed at this time. Additionally, homemade food from any Employee or outside entity is also not allowed, other than for personal consumption. *The above policies and practices are subject to change at any time due to the relaxing or increasing restrictions placed on us by New York State or the Federal Government.*



O'CONNELL
ELECTRIC COMPANY

Safety First, Last & Always

COVID-19 NYS EXECUTIVE ORDER TRAVEL RESTRICTIONS

On June 24th, NYS released an Executive Order that states *“All travelers entering New York from a state with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven day rolling average, will be required to quarantine for a period of 14 days consistent with Department of Health regulations for quarantine.”*

The list of States that falls under the Quarantine Order continues to go. If you intend to travel, please check the list before leaving New York State. If you travel to any of the listed States, when you return, you will not immediately be able to return to work.

- You must have been in any of the named States greater than 24 hours.
- Passing through one of the States does not trigger this restriction.
- Stopping at a rest stop while driving, a layover while flying or a train station stop do not trigger this restriction.

If the State you are traveling to is listed, when you return, you will need to abide by the following:

- ***For any Employee who can work from home, primarily office-assigned employees, you will be required to work from home and remained quarantined for 14-calendar days.***
- ***For any Employee who cannot work from home, primarily field/crew employees, you will be required to have a COVID-19 test and receive a negative result before you can return to work.***
- The test should be administered soon after you have returned from out of State, and within 24 hours.
- You cannot return to the workplace until you receive a documented negative COVID-19 test result, and present it to the Human Resource Department.
- If an Employee's test result is positive for COVID-19, they cannot return to work until either 14 days have passed or a second test for COVID-19 has a negative result.
- Monitor temperature and signs of symptoms, wear a face covering when in public or when social distancing cannot or is not being maintained, maintain social distancing whenever possible, clean and disinfect workspaces for a minimum of 14 days.
- To the extent possible, you are required to avoid extended periods in public, contact with strangers, and large congregate settings for a period of, at least, 7 days.

Before you travel out of State, please check ... <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

July 1, 2020



COVID-19 EXPOSURE PROTOCOL

We continue to closely monitor the COVID-19 virus and the responses throughout our Nation, State and Communities. Our greatest concern is the health and well-being of our Employees.

In the event that any Employee has had an exposure to the COVID-19 Virus, we will follow the protocol below:

1. If any Field or Office Employee has knowingly been directly exposed to someone who has been tested for COVID-19 and is awaiting results, has been quarantined or isolated, or has been infected, the directly exposed employee shall remain home until such time that the tested employee/individual has received a negative test result for COVID-19, or 14 calendar days have passed; whichever is sooner. This is identified as "*first-hand exposure.*"
2. If any Field or Office Employee has been indirectly exposed to someone who has been tested for COVID-19 and is awaiting results, has been quarantined or isolated, or has been infected, there is no need to leave work. This is identified as "*second-hand exposure.*"

Those employees should remain vigilant about their own health, follow all CDC guidance and notify their Supervisor if they have a change in their health.

3. For employees who have had second-hand exposure, they shall remain together on the same crew, and ideally the same job, until such time that the tested employee/individual has received a negative test result for COVID-19, or 14 calendar days have passed; whichever is sooner.
4. If Field or Office Employees do stay home, based on the COVID-19 virus for any reason, HR must be immediately notified, and all other payroll reporting procedures shall be followed.