



O'CONNELL
ELECTRIC COMPANY

COVID - 19
RESPONSE PLAN

VERSION 1.3.7 - 12/16/2020

INTRODUCTION

With the significant and ongoing circumstances COVID-19 has brought to our country, state, citizens and workforce, O'Connell Electric is continuously monitoring the situation and from the beginning, our focus has been and remains on the health and safety of our employees, our customers and the communities we live and work in. We are constantly evaluating the COVID-19 impact and monitoring available information from the CDC and WHO. As their recommendations change, we will update our Pandemic Response Plan as needed. Additionally, we will alter our communication to our Employees as necessary.

We are actively communicating to our Office and Field Personnel, providing appropriate updates as necessary. We have provided guidance to our Leadership Team regarding business continuity of our office and support staff in the event that administrative functions are significantly impacted. Additionally, our Field Operations have developed individual Business Continuity Plans for their specific operations.

Our Field Personnel work in dynamic environments that may pose unique challenges. We continue to monitor those environments and work with our Customers to update and educate our Employees. We encourage our Employees to be attentive to their surroundings and speak up if they feel unsafe or concerned about their personal health.

The following pages detail the actions taken and communications provided to our employees and customers, including a timeline and copies of the applicable documents.

PURPOSE

To be an adaptive guide to our customers, employees, sub-contractors and vendors Representing the dynamic and developing response of O'Connell Electric to the COVID-19/Coronavirus pandemic. This document will act as a register of the policies, procedures and best practices that all groups serving utilities should abide by to ensure that we maintain a healthy workforce and supply chain to continue safe, quality service to our customers.

Questions or concerns can be brought to the attention of your applicable O'Connell Electric point of contact, (Vice President, Project Manager, etc.), or directly to our Director of Risk Management and Corporate Safety, Dan Oberlies. Dan also acts as our Pandemic Response Team Coordinator.

Dan Oberlies
Director of Risk Management, Corporate Safety
Response Team Coordinator

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CONTENTS

INTRODUCTION & PURPOSE	1
OCE PANDEMIC RESPONSE PLAN	4
WORK GROUP SPECIFIC BUSINESS CONTINUITY PLANS	8
POWER GROUP OUTDOOR FIELD OPS	10
TECHNICAL SERVICES GROUP	12
WORK GROUP SPECIFIC EXPOSURE, HAZARD AND RISK MITIGATION	14

APPENDICES

	TITLE	Date Distributed	Audience
1	Safety Alert - Coronavirus Precautions - 3.5.2020	March 5, 2020	All Employees
2	Safety Alert - Coronavirus Precautions - 3.6.2020	March 6, 2020	All Employees
3	2020 - OCE Pandemic Response Plan - 3.13.2020	March 13, 2020	Response Team
4	2020 - OCE Pandemic Response Update - 3.13.2020	March 13, 2020	Response Team
5	COVID-19 Company Statement and Customer Communication 3.14.2020	March 14, 2020	All Employees; Customers
6	2020 OCE Pandemic Response Update - 3.18.2020	March 18, 2020	Response Team
7	COVID-19 Company Statement and Customer Communication 3.20.2020	March 20, 2020	All Employees; Customers
8	COVID-19 Company Exemption Letter 3.20.2020	March 20, 2020	Applicable Employees
9	COVID-19 - Pandemic Response Exposure Protocol - 3.25.2020	March 25, 2020	All Employees
10	COVID - 19 Paid Sick Leave & Expanded Family Medical Leave Poster 3.26.2020	March 26, 2020	All Employees
11	COVID-19 OSHA Guidance Summary for Medium & Low Risk Exposure 3.27.2020	March 27, 2020	All Employees
12	COVID-19 Personal Protective Equipment Assessment 3.31.2020	March 31, 2020	All Employees
13	COVID-19 Distractions 4.6.2020	April 6, 2020	All Employees
14	COVID-19 Job Site Practices 4.6.2020	April 6, 2020	PMs; Field Employees
15	COVID-19 Customer Communication 4.10.2020	April 10,2020	Customers
16	COVID-19 - Face Coverings 4.14.2020	April 14, 2020	All Employees
17	COVID-19 – Office Repopulation – 4.30.2020	April 30, 2020	All Office Employees
18	NY State Executive Order 202.6	NA	NA
19	NYS Business Affirmation	NA	NA



O'CONNELL
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O'CONNELL ELECTRIC COMPANY
PANDEMIC RESPONSE PLAN

PANDEMIC RESPONSE PLAN

O’Connell Electric Company, Inc. has adopted this plan to prepare for and respond to a significant outbreak of influenza or other epidemics or pandemics that cause serious widespread illness.

Daniel H. Oberlies, Director of Safety and Risk Management, has been designated as Response Plan Coordinator. This plan is valuable to follow during flu season, an epidemic that is approaching our areas of operation or an actual pandemic that our employee are affected by.

The purpose of this plan is to address the following issues related to epidemics and pandemics:

- Creating a culture of infection control in the workplace that is reinforced during the annual influenza season, to include, if possible, options for working off site while ill, systems to reduce infection transmission, and worker education.
- Establishing contingency plans to maintain delivery of services during times of significant and sustained worker absenteeism.
- Where possible, establishing mechanisms to allow workers to provide services from home if public health officials advise against non-essential travel outside the home.
- Establishing partnerships with other members of the business community to provide mutual support and maintenance of essential services during a pandemic.

The **Response Team** has been designated to assist the Coordinator. The members of this Team include at least one person from each office location of our Company as well as the Executive Vice President of Human Resources. The Coordinator and each Pandemic Response Team member will select a back-up employee to assume their duties in case of their own illness. This person will be kept current on all emergency procedures and this list will be kept with this plan and updated as needed.

Response Team Members:

Susan Parkes-McNally	<i>Executive VP, HR</i>	Mark Valerio	<i>Safety Manager, Power Group</i>
Victor Salerno	<i>Vice Chair & CEO</i>	Matt Yonts	<i>Safety Coordinator</i>
Tom Parkes	<i>President & COO</i>	Brian Chamberlain	<i>Safety Coordinator</i>
Joe Pellerite	<i>Executive VP</i>	Jeff Freund	<i>Safety Coordinator</i>
Jeff Gould	<i>CFO</i>	Zach Presley	<i>Safety Coordinator</i>
Don Coon	<i>VP, Syracuse Operations</i>	Rob Unger	<i>DM, Communications</i>
Brian Rittenhouse	<i>VP, Construction Services</i>	Andy Dohse	<i>DM, Services</i>
Michael Parkes	<i>VP, Power Group</i>	Lane Young	<i>DM, Renewable Energy</i>
Joe Leggo	<i>VP, Technical Services Group</i>	Dave Emmi	<i>DM, T&D</i>
Brad Keatley	<i>GM, Buffalo</i>	Tom Sauer	<i>GM, Albany</i>

It is the duty of the Coordinator to:

- Monitor issues and information related to pandemics to keep our plan up to date.
- Recommend any changes to the plan as circumstances warrant.
- Monitor current media communications and attend external training/seminars about epidemics and pandemic influenza outbreaks in order to remain current about the threat in our community.
- Implement this plan should it become necessary.

Pandemic Response Team Members have the following responsibilities:

- Identify and communicate to the Coordinator which employees, vendors, suppliers and systems are essential to maintaining operations at their locations.
- Identify and communicate to the Coordinator the names of possible ancillary employees who could perform certain job duties in the case of a pandemic (e.g. consultants, temporary work services, retired employees).
- Develop and submit a plan to continue operations at their locations with the least possible number of staff.
- Ensure that all employees in their Division are adequately informed of the emergency procedures in the case of an outbreak, and in the prevention of illness.
- Assist the Coordinator in the implementation of this plan, if necessary, at their locations.

Response Preparation

The Coordinator will, at least annually, provide information to all employees regarding those practices that are recommended by public health officials that will reduce the spread of the infection. The Coordinator will also develop a list of recommended infection control supplies (hand soaps, hand sanitizer, tissues, hard surface cleaners, etc.) and to the extent possible, ensure that each location, including field operations, has a sufficient supply of them.

The Coordinator will maintain a list of Office Personnel duties and positions for which individual employees are cross-trained. Should staffing levels drop due to an outbreak, Supervisors can use this list to fill in positions where needed.

The Coordinator will maintain a list of duties that employees can perform from home, as well as any equipment (such as computers) that may be necessary to perform those duties. Supervisors can then draw on this list to have those duties performed by employees from home should it become necessary.

The Coordinator shall work with the Executive Team to discuss and decide on possible emergency sick leave policies to be adopted in the event of a pandemic. The Coordinator and the Information Technology Manager will work to ensure that the Company has sufficient IT infrastructure to support employee telecommuting and remote access.

The Coordinator and the Executive Vice President of Human Resources will establish the following policies and procedures:

- Flexible work hours, including staggered work hours and telecommuting.
- Restricting employee travel to affected areas.
- Restrictions on Company gatherings and meetings, and attendance at outside meetings.
- Requirements for employees and family members returning to the United States from affected areas.
- Process to keep employees informed of developments as they occur, including those employees who remain at home.

In the Event of an Epidemic or Pandemic

The Coordinator will, after consultation with knowledgeable healthcare community officials, implement the following steps, as deemed necessary:

- Encourage customers and potential customers to use e-mail and phone conferences in lieu of on-site meetings.
- Supervisors will be instructed to send and keep employees home if they exhibit symptoms of the illness.
- Response Team members will contact their key vendors to determine the impact of the outbreak on their operations and its effects on our ability to perform our daily functions, and they will communicate the results to the Coordinator.
- The Coordinator, with the assistance of Response Team members, will monitor staffing levels at all locations and assist Supervisors in finding ways to maintain critical operations in light of any staffing shortage.
- The Coordinator is to ensure that our Customers are kept informed of any changes that affect their transaction of business with us.
- Employees shall be advised to avoid large gatherings whenever possible.
- Employees shall be encouraged to regularly and frequently use hard surface disinfecting cleaners on all potentially contaminated surfaces, kitchen areas, keyboards, phones, door knobs, etc. Cleaning supplies will be made provided based on supplier availability. Please consider availability of supplies when using them.



O'CONNELL
ELECTRIC COMPANY

WORK GROUP SPECIFIC
BUSINESS CONTINUITY PLANS

POWER GROUP BUSINESS CONTINUITY PLAN

CONCEPT

- Nearly all Power Group roles are essential to continuing to provide service to our customers. By design, the Power Group staff and support personnel are able to work from the office, job sites, or remotely and be effective.
- The Power Group management team will continuously review any potential disruption and make employee work location changes to mitigate the potential for a service disruption.
- Some support functions are required to take place on property due to the physical nature of the work. These have been listed herein.
- Dedicated field personnel have a lesser impact on Power Group operations and are able to remain working at full potential in satellite locations without making any changes to their day-to-day operations. Additionally, field personnel can be relocated to support other geographic areas as needed without halting production.

ESSENTIAL ROLES (REQUIRED ON-PROPERTY):

- Roles
 - Warehouse Manager
 - Warehouse support
 - Mechanic(s)
- Mitigation
 - All of these roles can continue at full potential at satellite staging yards or at OCE office warehouses
 - Most of the work occurs in open air, but can continue under cover as needed

ESSENTIAL ROLES (NOT-REQUIRED ON-PROPERTY):

- Roles
 - Vice President
 - Manager(s)
 - Project Manager(s) & Assistant Project Manager(s)
 - Office Manager/Billing Specialist
 - Project coordinator(s)
 - Estimator(s)
- Mitigation
 - All of these roles can work remotely with an Internet connection or phone service
 - All of these roles can work at a job site with an Internet connection or phone service
 - Most of these roles have a laptop/tablet or other remote capabilities already
 - Additional laptops and reserve desktop computers are on hand at the Power Group office to support these roles

FIELD LABOR:

- Can continue working at full potential without concern
- Can be moved geographically and still provide support at full potential

POWER GROUP BUSINESS CONTINUITY PLAN OUTDOOR FIELD OPERATIONS – R1

CONCEPT:

- Employees that work in the field are generally more segmented and have a lower likelihood of personal contact or sharing objects than indoor environments
- It is still essential to protect our outdoor employees and mitigate any risks of widespread contact with an employee that is potentially infected
- These best practices are a combination of REQUIREMENTS and BEST PRACTICES for our crews in the field
- Sub-contractors are to abide by this policy per the OCE Master Service Agreement T&Cs

REQUIREMENTS:

- Use common sense, good hygiene, stay away from others, and avoid contact with others.
- Employees SHALL NOT come into work if they are feeling ill or have been in contact with someone who has been quarantined
- Employees SHALL NOT enter an indoor space such as an office trailer, office building, apartment used as an office, warehouse or other room at a staging yard or job site
- Employees SHALL conduct all meetings, tailboards, safety toolbox talks, etc. in **SMALL work groups of SIX PEOPLE OR LESS**
- Employees SHALL NOT “cab-up” in the same vehicle during inclement weather or delay time. They SHALL either wait outdoors or in their personal vehicle
- Employees SHALL NOT pass around a tailboard nor a pen. ONE PERSON will record all the names of the people at the tailboard meeting
- Employees SHALL stay at least 6 FEET apart during tailboards or other job discussions

BEST PRACTICES:

SEE ATTACHED BRIEFING

POTENTIAL INFECTION OR EXPOSURE:

- If an employee has symptoms and is tested for COVID-19, ALL employees that were in contact with that individual will not be permitted to come into work. A self-quarantine will be recommended by OCE
- OCE management will call each employee individually to discuss the exposure and guide them through the process
- The employees will be permitted to return to work after 14-days OR if the test result is NEGATIVE
- If the test result is POSITIVE, OCE will inform the crew and encourage a 14-day self-quarantine. The OCE response team will investigate potential exposure(s) and based on that information will make appropriate work restrictions for that crew.

WORK CONTINGENCY:

- OCE monitors head count on a daily basis, watching trends and regional capabilities.
- If an entire project is potentially exposed to COVID-19, the loss of crews will be backfilled with crews from another region. We may reduce the complement of resources assigned to the project to manage the group's overall throughput.
- If a subcontractor crew is exposed and unable to continue working on the project, OCE will self perform the work to the extent possible or bring in another subcontractor if available.
- Critical path work will be the first priority, followed by normal scheduled work.
- OCE management will work with field crews and sub-contractors to monitor crew count, potential exposures, critical path items and threats to project milestone completion.

TECHNICAL SERVICES GROUP BUSINESS CONTINUITY PLAN

CONCEPT

- Nearly all Technical Services Group roles are essential to continuing to provide service to our customers. By design, the Technical Services Group staff and support personnel are able to work from the office, job sites, or remotely and be effective.
- The Technical Services Group management team will continuously review any potential disruption and make employee work location changes to mitigate the potential for a service disruption.
- Dedicated field personnel have a lesser impact on operations and are able to remain working at full potential in satellite locations without making any changes to their day-to-day operations.
- Additionally, field personnel can be relocated to support other geographic areas as needed without halting production. Exceptions to this would be client specific requests or requirements to not intermingle employees from one region to another

ESSENTIAL ROLES (NOT-REQUIRED ON-PROPERTY):

- Roles
 - Vice President
 - Project Manager(s) & Assistant Project Manager(s)
 - Service Manager/Dispatcher
 - Billing Specialist
 - Project coordinator(s)
 - Engineers
 - Sales/ Process Manager
 - Sales Professionals
 - Safety Coordinator
- Mitigation
 - All of these roles can work remotely with an Internet connection or phone service
 - All of these roles can work at a job site or from any remote location with an Internet connection or phone service
 - All of these roles have a laptop/tablet or other remote capabilities already
 - IT department on standby to assist with remote access to servers and data through VPN connections as needs arise. Most Technical Services Employees already have established secure connections to our Network when working remotely
 - The Team by design has depth and cross training between roles to allow a level of assistance in each area to continue operations if team members are unable to perform their normal duties.
 - Vice Presidents Authorized to sign Bid documents and or contracts if Executive team are unavailable or travel of documents is not feasible

- Not in use Tools, Equipment & Safety Supplies are currently staged in Syracuse office, Victor office & Lancaster office.
- Engineers working remotely that may need to plot drawings can send files digitally to Rotolite, City Blue or a satellite office that is still in full operation as needed.
- Project Management Team & Vice President to coordinate Billing with Corporate billing team if Technical Services Coordinator is unavailable
- Project management team to be issued paper Po's for emergency procurement of materials, equipment & Pre approved vendors if OCE Centralized Procurement is unavailable.
- Technical Services currently uses Email 100% for Payroll submission – no impact or change needed. In the event Technical services management is short staffed the review & PM approval process will be bypassed

FIELD LABOR:

- Can continue working at full potential without concern
- Can be moved geographically and still provide support at full potential
- Vehicle repairs & maintenance for planned or emergency situations can be outsourced to any qualified repair center close to the affected team member.
- Equipment for advanced planned work can be rented from Intellirent or A rent and delivered directly to Technicians home or job site to eliminate need for trips to an office location.



O'CONNELL
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WORK GROUP SPECIFIC
EXPOSURE, HAZARD & RISK MITIGATION

O'Connell Electric Co. Hazard Assessment Matrix

COVID-19

Created: 4/6/2020 Rev: 11 Updated: 12/16/2020	Project:	DM/VP Approval: Daniel H. Oberlies/Director of Safety & Risk Management	Date: 12/16/2020
Person in Charge:	THIS IS A GUIDE FOR ALL OCE PROJECTS TO MITIGATE AGAINST THE RISK OF COVID-19 EXPOSURE & COMPLIES WITH NEW YORK STATE – REOPENING NEW YORK CONSTRUCTION GUIDELINES FOR EMPLOYERS AND EMPLOYEES		

TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
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General Construction		
Employee experiencing Symptoms before work <ul style="list-style-type: none"> • Fever • Cough • Shortness of Breath 	Exposure of the COVID-19 virus to employees or the public. Symptoms of infected employee becoming more severe.	<ul style="list-style-type: none"> – At the beginning of each shift, all Employees will be required to complete a COVID-19 Screen Questionnaire or have their dermal temperature taken. – Contact Supervisor prior to leaving home. – Supervisor shall contact the Director of Safety, Human Resources, & Project Manager immediately upon notification of sick employee. – If any Field or Office Employee has <u>knowingly</u> been <u>directly exposed</u> to someone who has been infected, the exposed employee shall remain home until such time that 14 calendar days have passed. – Any Employee exposure or presence of an Exposed Employee on-site, will immediately be reported directly to the Customer representative. – Tracking and tracing of infected Employee's potential exposure to others will begin immediately. – Employees shall wear nitrile gloves to disinfect work areas & job trailers with virucidal cleaner.
Employee experiencing Symptoms while working	Exposure of the COVID-19 virus to employees or the public. Symptoms of infected employee becoming more severe.	<ul style="list-style-type: none"> – Separate individual from other employees. – Supervisor shall contact the Director of Safety, Human Resources, & Project Manager immediately upon notification of sick employee. – Wear nitrile gloves to disinfect work areas & job trailer with virucidal cleaner.

O'Connell Electric Co. Hazard Assessment Matrix

COVID-19

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TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
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Social distancing while working/during breaks	<p>Coming in contact with infected individuals.</p> <p>Coming in contact with respiratory droplets when an infected individual sneezes or coughs.</p>	<ul style="list-style-type: none"> - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - The Foreman shall read to and sign for employees on the tailboard, toolbox talk, or other required documents. - Do not congregate in groups of more than 2 or 3. Safety Tailboard and Toolbox Talks are excluded. No more than 10 employees can gather for a safety meeting. - Limit number of individuals in close contact or in small, confined spaces so that a maximum amount of space between individuals can be maintained. - Break and lunch times should be staggered onsite to prevent all workers from taking a break at the same time. - Employees shall wash hands or apply hand sanitizer on an as needed basis.
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Deliveries to work site	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated materials</p>	<ul style="list-style-type: none"> - Employee shall record contact information from any outside delivery driver. This information shall include name of driver, phone number, company name, and delivery date. - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees shall wear nitrile gloves when handling and disinfecting containers and materials. - Employees shall wash hands or apply hand sanitizer on an as needed basis.
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O'Connell Electric Co. Hazard Assessment Matrix

COVID-19

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TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
Work areas and job trailers	Coming in contact with contaminated surfaces	<ul style="list-style-type: none"> – Employees shall disinfect job trailers, work areas, and other shared surfaces (i.e. door handles, vehicles, etc.) at a minimum of 2 times a day. – If an employee shows symptoms before work the various surfaces shall be disinfected prior to beginning work. – If an employee shows symptoms during work the various surfaces shall be disinfected prior to resuming work. – Employees shall wear nitrile gloves to disinfect work areas & job trailers with virucidal cleaner.
Safety briefs and job meeting	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated materials</p>	<ul style="list-style-type: none"> – Employees shall disinfect job trailers, work areas, and other shared surfaces (i.e. door handles, vehicles, etc.) at a minimum of 2 times a day. – Tailboards shall be administered in groups of 10 or fewer, spaced greater than 6 feet apart in the outdoors. Never indoors. Given by one person who holds the clipboard and pen exclusively. – The person conducting the meeting will document the names of the attendees on the document and forego the signatures required. – Pens/paper or other objects are not to be shared. – Documents that are required to be shared shall be digital to the extent possible. Via text or email. – If paper copies of documents must be shared, this may be done with the use gloves and conducting in the outdoors.

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TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
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<i>Tasks related to</i> OVERHEAD TRANSMISSION AND DISTRIBUTION CONSTRUCTION		
Driving Trucks & Operating Equipment	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated surfaces</p>	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees should not occupy the same vehicle or piece of equipment that is enclosed. Windows should be open all the way, other reasonable transportation arrangements should be made, or other precautions taken. - Employees shall sanitize wear surfaces within the equipment daily, or multiple times per day depending on the level of use. - Employees shall sanitize the equipment prior to another person using it.
<p>Materials Handling</p> <ul style="list-style-type: none"> - Material - Poles - Equipment 	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated materials</p>	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees shall not occupy the same trailer or storage container at the same time. - One person should be assigned small materials handling duty and wear proper PPE while disbursing the materials.

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TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
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		<ul style="list-style-type: none"> - Materials handling crews (poles or large equipment) shall be mindful of proper social distancing, glove use, etc. - Material preparation, kitting and spotting shall be planned to allow for a reasonable amount of time between when the material is gathered and used by others.
Work zone setup <ul style="list-style-type: none"> - Traffic control - Drop-zone - Grounding 	Coming in contact with infected individuals Coming in contact with contaminated surfaces	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees shall use crew resource management techniques to remind others of the need to distance themselves.
Pole setting <ul style="list-style-type: none"> - Hauling - Auguring - Backfilling 	Coming in contact with infected individuals Coming in contact with contaminated materials	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed - Employees should stay a minimum of 6 feet apart. Facial coverings shall be worn when 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees shall use crew resource management techniques to remind others of the need to distance themselves. - Employees should serve in the same roles for the entire work day. Sharing of roles, equipment, positioning should be discussed prior to any changes being made.

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TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
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		<ul style="list-style-type: none"> - Tamps, shovels/spades/spoons, digger/derrick or bucket controls shall be wiped down with sanitizing spray daily or as needed based on use. - Hand tools are the responsibility of the employee to bring to work and use as their own. Each employee shall use their own tooling.
<p>Aerial work</p> <ul style="list-style-type: none"> - Framing - Conductor handling - Connections 	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated materials</p>	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6 feet apart. Facial coverings shall be worn when 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees shall use crew resource management techniques to remind others of the need to distance themselves. - Employees should serve in the same roles for the entire work day. Sharing of roles, equipment, positioning should be discussed prior to any changes being made. - Drills, presses, other tools, bucket controls shall be wiped down with sanitizing spray daily or as needed based on use. - Hand tools are the responsibility of the employee to bring to work and use as their own. Each employee shall use their own tooling - If two employees are working the same aerial device (bucket/lift basket), they shall wear protective masks or equivalent and avoid contact. - If two employees are working on a pole, they must be in a staggered vertical position where their faces are 6 feet apart or greater and they are out of the line of fire for dropped objects or spit.

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TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
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Wire pulling <ul style="list-style-type: none"> - Equipment setup - Rope installation - Wire pulling 	Coming in contact with infected individuals Coming in contact with contaminated materials	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6 feet apart. Facial coverings shall be worn when 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees shall use crew resource management techniques to remind others of the need to distance themselves. - Employees should serve in the same roles for the entire work day. Sharing of roles, equipment, positioning should be discussed prior to any changes being made. - Drills, presses, other tools, bucket controls shall be wiped down with sanitizing spray daily or as needed based on use. - Hand tools are the responsibility of the employee to bring to work and use as their own. Each employee shall use their own tooling. - Ropes, ties, straps, pins or other objects are not to touch the mouth or face. - Crew assignments shall be comprised of less than 6 people per side. Pullers/tensioners shall have one operator, one ground hand and one observer. - Framing/clipping/dead-end crews shall be consistent and dedicated to their task unless the work changes. Mixing of crews should be avoided at all times.
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O'Connell Electric Co. Hazard Assessment Matrix

COVID-19

Created: 4/6/2020 Rev: 11 Updated: 12/16/2020	Project:	DM/VP Approval: Daniel H. Oberlies/Director of Safety & Risk Management	Date: 12/16/2020
Person in Charge:	THIS IS A GUIDE FOR ALL OCE PROJECTS TO MITIGATE AGAINST THE RISK OF COVID-19 EXPOSURE & COMPLIES WITH NEW YORK STATE – REOPENING NEW YORK CONSTRUCTION GUIDELINES FOR EMPLOYERS AND EMPLOYEES		

TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
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Tasks related to UNDERGROUND TRANSMISSION AND DISTRIBUTION CONSTRUCTION		
Driving Trucks & Operating Equipment	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated surfaces</p>	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6 feet apart. Facial coverings shall be worn when 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees should not occupy the same vehicle or piece of equipment that is enclosed. Windows should be open all the way, other reasonable transportation arrangements should be made, or other precautions taken. - Employees shall sanitize wear surfaces within the equipment daily, or multiple times per day depending on the level of use. - Employees shall sanitize the equipment prior to another person using it.
<p>Materials handling</p> <ul style="list-style-type: none"> - Material - Reels - Equipment 	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated materials</p>	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6 feet apart. Facial coverings shall be worn when 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees shall not occupy the same trailer or storage container at the same time. - One person should be assigned small materials handling duty and wear proper PPE while disbursing the materials. - Materials handling crews (poles or large equipment) shall be mindful of proper social distancing, glove use, etc.

O'Connell Electric Co. Hazard Assessment Matrix

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		<ul style="list-style-type: none"> Material preparation, kitting and spotting shall be planned to allow for a reasonable amount of time between when the material is gathered and used by others.
Work zone setup <ul style="list-style-type: none"> Traffic control Manhole protection Grounding 	Coming in contact with infected individuals Coming in contact with contaminated surfaces	<ul style="list-style-type: none"> Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. Face coverings must be cleaned or replaced after use or when damaged or soiled. Employees shall use crew resource management techniques to remind others of the need to distance themselves.

O'Connell Electric Co. Hazard Assessment Matrix

COVID-19

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TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
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<p>Enclosed space work</p> <ul style="list-style-type: none"> - Splicing - Terminating - Labeling - Bonding - Fire taping 	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated materials</p>	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Only one employee is permitted to be in a conventional sized manhole at a time (7x14' or smaller). - Entry of more than one person into larger manholes must be discussed/approved with safety and management prior to the work occurring. - Employees shall use crew resource management techniques to remind others of the need to distance themselves. - Employees should serve in the same roles for the entire work day. Sharing of roles, equipment, positioning should be discussed prior to any changes being made. - Drills, presses, other tools shall be wiped down with sanitizing spray daily or as needed based on use. - Hand tools are the responsibility of the employee to bring to work and use as their own. Each employee shall use their own tooling. - If two employees are working the same manhole, they shall wear protective masks or balaclavas and avoid contact. Also, mechanical ventilation of the space is required at all times.
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TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
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Cable pulling <ul style="list-style-type: none"> - Equipment setup - Rope installation - Cable pulling - Cable removal 	Coming in contact with infected individuals Coming in contact with contaminated materials	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees shall use crew resource management techniques to remind others of the need to distance themselves. - Only one employee is permitted to be in a conventional sized manhole at a time (7x14' or smaller). - Entry of more than one person into larger manholes must be discussed/approved with safety and management prior to the work occurring. - Employees should serve in the same roles for the entire work day. Sharing of roles, equipment, positioning should be discussed prior to any changes being made. - Drills, presses, other tools, puller/digger controls shall be wiped down with sanitizing spray daily or as needed based on use. - Hand tools are the responsibility of the employee to bring to work and use as their own. Each employee shall use their own tooling. - Ropes, ties, straps, pins, shackles, rigging or other objects are not to touch the mouth or face. - Crew assignments shall be comprised of less than 3 people per side. Pullers/handlers shall have one operator, one ground hand and one observer if needed. - Framing/clipping/dead-end crews shall be consistent and dedicated to their task unless the work changes. Mixing of crews should be avoided at all times.
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TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
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Tasks related to SUBSTATION CONSTRUCTION		
Driving Trucks & Operating Equipment	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated surfaces</p>	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees should not occupy the same vehicle or piece of equipment that is enclosed. Windows should be open all the way, other reasonable transportation arrangements should be made, or other precautions taken. - Employees shall sanitize wear surfaces within the equipment daily, or multiple times per day depending on the level of use. - Employees shall sanitize the equipment prior to another person using it.
<p>Materials/equipment handling</p> <ul style="list-style-type: none"> - Material - Equipment 	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated materials</p>	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees shall not occupy the same trailer or storage container at the same time. - One person should be assigned small materials handling duty and wear proper PPE while disbursing the materials.

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TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
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Work zone setup - Drop-zone - Groundin	Coming in contact with infected individuals Coming in contact with contaminated surfaces	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees shall use crew resource management techniques to remind others of the need to distance themselves.
Aerial work - Steel - Equipment - Bus	Coming in contact with infected individuals Coming in contact with contaminated materials	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees shall use crew resource management techniques to remind others of the need to distance themselves. - Employees should serve in the same roles for the entire work day. Sharing of roles, equipment, positioning should be discussed prior to any changes being made. - Drills, presses, other tools, bucket/lift controls shall be wiped down with sanitizing spray daily or as needed based on use. - Hand tools are the responsibility of the employee to bring to work and use as their own. Each employee shall use their own tooling. - If two employees are working the same aerial device (bucket/lift basket), they shall wear protective masks or balaclavas and avoid contact.

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TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
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Control Building Work - Panel Work - Terminating - Labeling - Equipment Mounting	Coming in contact with infected individuals Coming in contact with contaminated materials	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Not more than five (5) employee are permitted to be in a control building at one time. - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Facial coverings shall be rated for the work. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees shall use crew resource management techniques to remind others of the need to distance themselves. - Employees should serve in the same roles for the entire work day to minimize the number of people required to enter the control building. - Drills, presses, other tools shall be wiped down with sanitizing spray daily or as needed based on use. - When working on panels employees shall not work on adjacent panels. - Hand tools are the responsibility of the employee to bring to work and use as their own. Each employee shall use their own tooling. - If two employees are required to work closer than 6 feet, they shall wear protective masks or balaclavas and avoid contact. - Building shall be well ventilated.
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TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
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<p>Cable pulling</p> <ul style="list-style-type: none"> - Equipment setup - Rope installation - Cable pulling - Cable removal 	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated materials</p>	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees shall use crew resource management techniques to remind others of the need to distance themselves. - Only one employee is permitted to be in a conventional sized manhole at a time (7x14' or smaller). - Entry of more than one person into larger manholes must be discussed/approved with safety and management prior to the work occurring. - Employees should serve in the same roles for the entire work day. Sharing of roles, equipment, positioning should be discussed prior to any changes being made. - Drills, presses, other tools, puller/digger controls shall be wiped down with sanitizing spray daily or as needed based on use. - Hand tools are the responsibility of the employee to bring to work and use as their own. Each employee shall use their own tooling. - Ropes, ties, straps, pins, shackles, rigging or other objects are not to touch the mouth or face. - Crew assignments shall be comprised of less than 3 people per side. Pullers/handlers shall have one operator, one ground hand and one observer if needed.
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TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
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Tasks Related to SUBSTATION TESTING AND COMMISSIONING		
System Protection and Control Verification	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated material</p>	<ul style="list-style-type: none"> - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Tailboards to be filled out, read and signed by Lead Technician or Engineer, noting who is in attendance while tailboard is reviewed with all crew members. - No congregation with other work groups. You may speak with lead individual from other work groups at a distance of 6 feet. - When handling drawings, nitrile gloves shall be worn. - No sharing of personal, company computers. - Use hand sanitizer on an as needed basis.
Apparatus Testing/Equipment Qualification	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated material</p>	<ul style="list-style-type: none"> - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Tailboards to be filled out, read and signed by Lead Technician or Engineer, noting who is in attendance while tailboard is reviewed with all crew members. - No congregation with other work groups. You may speak with lead individual from other work groups at a distance of 6 feet. - When handling drawings, nitrile gloves shall be worn. - No sharing of personal, company computers. - Use hand sanitizer on an as needed basis.

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Entering and Exiting Substations	Coming in contact with contaminated locks and door handles	<ul style="list-style-type: none"> Employees shall wear nitrile gloves while opening substation gate locks, disinfecting locks, keys and door handles before with a sanitizing cleaner.
Personal fit for work evaluation (Daily)	Fever Cough Shortness of Breath	<ul style="list-style-type: none"> At the beginning of each shift, all Employees will be required to complete a COVID-19 Screen Questionnaire or have their dermal temperature taken. Contact Supervisor prior to leaving home. Supervisor shall contact the Director of Safety, Human Resources, & Project Manager immediately upon notification of sick employee. If any Field or Office Employee has <u>knowingly</u> been <u>directly exposed</u> to someone who has been infected, the exposed employee shall remain home for 14 calendar days have passed. Any Employee exposure or presence of an Exposed Employee on-site, will immediately be reported directly to the Customer representative. Tracking and tracing of infected Employee's potential exposure to others will begin immediately. Employees shall wear nitrile gloves to disinfect work areas & job trailers with virucidal cleaner.
Testing & Commissioning Plans and Procedures	Coming in Contact with infected individuals	<ul style="list-style-type: none"> Testing and Commissioning Plans and Procedures will be made remotely, by lead technicians and engineers.

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Tasks Related to TECHNICAL SERVICES ENGINEERING		
Working with computers in the field or other common area work location	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated materials</p>	<ul style="list-style-type: none"> As projects allow TEGG employees shall work remotely from home. Laptop computers supplied by OCE are the responsibility of the employee to bring to work and use as their own. Each employee shall use their own computer. If use of the computer is required in the field (substation or other common area work location) each employee is required to wipe down with alcohol wipes or similar sanitizing method daily or as needed based on use, also employees shall routinely use disinfecting gel. Use of work gloves is not required.
Working with drawings in the field or other common area work location	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated materials</p>	<ul style="list-style-type: none"> Employees shall routinely use disinfecting gel when handling common multiple party use drawings.
Handling of test equipment in the field or other common area work location	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated materials</p>	<ul style="list-style-type: none"> Employees shall wear work gloves at all times, sanitizing or disposing of them as needed. Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. Face coverings must be cleaned or replaced after use or when damaged or soiled. Employees shall use crew resource management techniques to remind others of the need to distance themselves.
Personal fit for work evaluation (Daily)	<p>Fever</p> <p>Cough</p> <p>Shortness of Breath</p>	<ul style="list-style-type: none"> At the beginning of each shift, all Employees will be required to complete a COVID-19 Screen Questionnaire or have their dermal temperature taken. Contact Supervisor prior to leaving home.

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TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
		<ul style="list-style-type: none"> - Supervisor shall contact the Director of Safety, Human Resources, & Project Manager immediately upon notification of sick employee. - If any Field or Office Employee has <u>knowingly</u> been <u>directly exposed</u> to someone who has been has been infected, the exposed employee shall remain home until 14 calendar days have passed. - Any Employee exposure or presence of an Exposed Employee on-site, will immediately be reported directly to the Customer representative. - Tracking and tracing of infected Employee's potential exposure to others will begin immediately. - Employees shall wear nitrile gloves to disinfect work areas & job trailers with virucidal cleaner.

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Tasks Related to PREVENTATIVE MAINTENANCE		
Driving Vehicles	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated surfaces</p>	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees should not occupy the same vehicle or piece of equipment that is enclosed. Windows should be open all the way, other reasonable transportation arrangements should be made, or other precautions taken. - Employees shall sanitize wear surfaces within the equipment daily, or multiple times per day depending on the level of use. - Employees shall sanitize the equipment prior to another person using it.
<p>Materials handling</p> <ul style="list-style-type: none"> - Material - Oil Handling - Equipment 	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated materials and equipment</p>	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees shall not occupy the same trailer or storage container at the same time. - One person should be assigned small materials handling duty and wear proper PPE while disbursing the materials. - Material preparation, shall be planned to allow for a reasonable amount of time between when the material is gathered and used by others.

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Work zone setup - Work Area Demarcation - Grounding	Coming in contact with infected individuals Coming in contact with contaminated surfaces	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees shall use crew resource management techniques to remind others of the need to distance themselves.
Apparatus Testing - Disconnection - Testing - Re-Connection	Coming in contact with infected individuals Coming in contact with contaminated materials	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees shall use crew resource management techniques to remind others of the need to distance themselves. - Computers will be used only by the technician assigned to them. - Employees should serve in the same roles for the entire work day. - Sharing of roles, equipment, positioning should be discussed prior to any changes being made. - Test Equipment shall be wiped down with sanitizing spray daily or as needed based on use. - Hand tools are the responsibility of the employee to bring to work and use as their own. Each employee shall use their own tooling and equipment from their assigned company service vehicle.

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Operating Rented Equipment - Lifts or Material Handling - Testing	Coming in contact with infected individuals Coming in contact with contaminated materials	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees shall use crew resource management techniques to remind others of the need to distance themselves. - Equipment rented from supplier shall be wiped down prior to use and after being used.
Personal fit for work evaluation (Daily)	Fever Cough Shortness of Breath	<ul style="list-style-type: none"> - Stay home, call doctor and self-quarantine for 14 days, or until a COVID-19 test can be administered and comes back negative. - Inform your supervisor, that you are not able to go to work due to possible COVID-19. - Supervisor will contact the Director of Safety, Human Resources and Project Management immediately.

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COVID-19

<p>Created: 4/6/2020 Rev: 11 Updated: 12/16/2020</p>	<p>Project:</p>	<p>DM/VP Approval: Daniel H. Oberlies/Director of Safety & Risk Management</p>	<p>Date: 12/16/2020</p>
<p>Person in Charge:</p>	<p>THIS IS A GUIDE FOR ALL OCE PROJECTS TO MITIGATE AGAINST THE RISK OF COVID-19 EXPOSURE & COMPLIES WITH NEW YORK STATE – REOPENING NEW YORK CONSTRUCTION GUIDELINES FOR EMPLOYERS AND EMPLOYEES</p>		

TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
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<i>Fiber Optics</i>		
<p>Fiber Optics</p> <ul style="list-style-type: none"> - Grounding (if OPGW) - Preparing Cable - Preparing Splice Case - Splicing Fiber - Closing & Mounting Splice Closure - Testing 	<p>Coming in Contact with infected individual</p> <p>Coming contact with contaminated materials</p>	<ul style="list-style-type: none"> - Employees shall wear work gloves while preparing fiber. Sanitizing or disposing of them as needed. - Employees shall use crew resource management techniques to remind others of the need to distance themselves. - Employees shall serve in the same roles for the entire day. Sharing of roles, equipment, positioning should be discussed prior to any changes being made. - Fiber optic preparation and splicing tools shall be cleaned with alcohol at the end of each day. - Test results shall be stored in OTDR and prepared for customer off site.

O'Connell Electric Co. Hazard Assessment Matrix

COVID-19

Created: 4/6/2020 Rev: 11 Updated: 12/16/2020	Project:	DM/VP Approval: Daniel H. Oberlies/Director of Safety & Risk Management	Date: 12/16/2020
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TASKS / JOB STEPS	CONDITION/HAZARD	ACTION OR PROCEDURE
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<i>Emergency & Storm Work</i>		
Driving Trucks & Operating Equipment	<p>Coming in contact with infected individuals</p> <p>Coming in contact with contaminated surfaces</p>	<ul style="list-style-type: none"> - Employees shall wear work gloves at all times. Sanitizing or disposing of them as needed. - Employees should stay a minimum of 6' apart at all times. Facial coverings shall be worn if 6' of social distancing cannot be maintained or is not being maintained. - Face coverings must be cleaned or replaced after use or when damaged or soiled. - Employees should not occupy the same vehicle or piece of equipment that is enclosed. Windows should be open all the way, other reasonable transportation arrangements should be made, or other precautions taken. - Employees shall sanitize wear surfaces within the equipment daily, or multiple times per day depending on the level of use. - Employees shall sanitize the equipment prior to another person using it - For storm response, only one employee is permitted per vehicle. - Employees shall not share hotel rooms or other accommodations unless it is not possible due to natural disaster or federal intervention.



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APPENDICES



With the increase in the attention to COVID-19, we want to share with you that O'Connell Electric is continuously monitoring the situation. From the beginning, our focus has been and remains on the health and safety of our employees, our customers and the communities we work in.

We are constantly evaluating the COVID-19 impact and monitoring available information from the CDC and WHO. As their recommendations change, we will update our Pandemic Response Plan as needed. Additionally we will alter our communication to our Employees.

We are actively communicating to our Office and Field Personnel, providing appropriate updates as necessary. We have provided guidance to our Leadership Team regarding business continuity of our office and support staff in the event that administrative functions are significantly impacted. Additionally, our Field Operations have developed individual Business Continuity Plans for their specific operations.

Our Field Personnel work in dynamic environments that may pose unique challenges. We continue to monitor those environments and work with our Customers to update and educate our Employees. We encourage our Employees to be attentive to their surroundings and speak up if they feel unsafe or concerned about their personal health.

We thank our valued Customers for continuing to keep us abreast of your response to this evolving situation. We all share the common goal of keeping everyone healthy and safe.

Please be reminded of what the CDC has shared on their website:

Practice good hygiene:

- Stop handshaking – use other noncontact methods of greeting.
- Clean hands at the door and schedule regular hand washing reminders by email.
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes.
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly.
- Increase ventilation by opening windows or adjusting air conditioning.

Be careful with meetings and travel:

- Use videoconferencing for meetings when possible.
- When not possible, hold meetings in open, well-ventilated spaces.
- Consider adjusting or postponing large meetings or gatherings.
- Assess the risks of business travel.
- Handle food carefully and limit food sharing.



Given that we now have cases of the Coronavirus (COVID-19) reported in New York, we are focused on safety and prevention of spreading illnesses. We are monitoring developments across the state and in specific areas where we have offices.

At this time, the most important step that can be taken by all of us is to remain mindful to help prevent the spread of respiratory diseases.

Please practice the following:

- Wash your hands often with soap and warm or cold water for at least 20 seconds, especially after using the bathroom; before eating, and after blowing your nose, coughing or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer.
- Cover your cough or sneeze with a tissue or your sleeve.
- Avoid touching your eyes, nose, and mouth without first washing your hands.
- If you are experiencing fever or flu-like symptoms, you are expected to stay home. Staying home may help you recover faster and also limit the spread of illness.
- Employees displaying flu-like symptoms will be sent home. Available time off will be used.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

Housekeeping:

- Each day, use some type of disinfectant to clean your work area surfaces.
- Wipe off door knobs, handles, phones and other shared surfaces that others may have touched.
- After using a Conference Room, please take it upon yourself to wipe down the surfaces with a disinfecting wipe. Include door handles and the conference room telephone and remote controls.
- Each week, we recommend performing an extra level of cleaning and disinfecting in all common areas of each building.

Symptoms of COVID-19 vs. Flu COVID-19:

- Fever
- Cough
- Difficulty breathing
- Nausea, vomiting, diarrhea
- Fatigue



O'Connell Electric Company, Inc. Pandemic Response Plan

O'Connell Electric Company, Inc. has adopted this plan to prepare for and respond to a significant outbreak of influenza or other epidemics or pandemics that cause serious widespread illness. Daniel H. Oberlies, Director of Safety and Risk Management has been designated as Response Plan Coordinator. This plan is valuable to follow during flu season, an epidemic that is approaching our areas of operation or an actual pandemic that our employees are affected by.

The purpose of this plan is to address the following issues related to epidemics and pandemics:

- Creating a culture of infection control in the workplace that is reinforced during the annual influenza season, to include, if possible, options for working offsite while ill, systems to reduce infection transmission, and worker education.
- Establishing contingency plans to maintain delivery of services during times of significant and sustained worker absenteeism.
- Where possible, establishing mechanisms to allow workers to provide services from home if public health officials advise against non-essential travel outside the home.
- Establishing partnerships with other members of the business community to provide mutual support and maintenance of essential services during a pandemic.

The **Response Team** has been designated to assist the Coordinator. The members of this Team include at least one person from each office location of our Company as well as the Executive Vice President of Human Resources. The Coordinator and each Pandemic Response Team member will select a back-up employee to assume their duties in case of their own illness. This person will be kept current on all emergency procedures and this list will be kept with this plan and updated as needed.

Response Team Members of:

- Susan Parkes-McNally
- Vic Salerno
- Tom Parkes
- Joe Pellerite
- Jeff Gould
- Don Coon
- Brian Rittenhouse
- Michael Parkes
- Joe Leggo
- Brad Keatley
- Mark Valerio
- Matt Yonts
- Brian Chamberlain
- Jeff Freund
- Zach Presley
- Rob Unger
- Andy Dohse
- Lane Young
- David Emmi
- Tom Sauer

It is the duty of the Coordinator to:

- Monitor issues and information related to pandemics to keep our plan up to date.
- Recommend any changes to the plan as circumstances warrant.
- Monitor current media communications, and attend external training/seminars about epidemics and pandemic influenza outbreaks in order to remain current about the threat in our community.
- Implement this plan should it become necessary.

Pandemic Response Team Members have the following responsibilities:

- Identify and communicate to the Coordinator which employees, vendors, suppliers and systems are essential to maintaining operations at their locations.
- Identify and communicate to the Coordinator the names of possible ancillary employees who could perform certain job duties in the case of a pandemic (e.g. consultants, temporary work services, retired employees).
- Develop and submit a plan to continue operations at their locations with the least possible number of staff.
- Ensure that all employees in their Division are adequately informed of the emergency procedures in the case of an outbreak, and in the prevention of illness.
- Assist the Coordinator in the implementation of this plan, if necessary, at their locations.

Response Preparation

The Coordinator will, at least annually, provide information to all employees regarding those practices that are recommended by public health officials that will reduce the spread of the infection. The Coordinator will also develop a list of recommended infection control supplies (hand soaps, hand sanitizer, tissues, hard surface cleaners, etc.) and to the extent possible, ensure that each location, including field operations, has a sufficient supply of them.

The Coordinator will maintain a list of Office Personnel duties and positions for which individual employees are cross-trained. Should staffing levels drop due to an outbreak, Supervisors can use this list to fill in positions where needed.

The Coordinator will maintain a list of duties that employees can perform from home, as well as any equipment (such as computers) that may be necessary to perform those duties. Supervisors can then draw on this list to have those duties performed by employees from home should it become necessary.

The Coordinator shall work with the Executive Team to discuss and decide on possible emergency sick leave policies to be adopted in the event of a pandemic. The Coordinator and the Information Technology Manager will work to ensure that the Company has sufficient IT infrastructure to support employee telecommuting and remote access.

The Coordinator and the Executive Vice President of Human Resources will establish the following policies and procedures:

- Flexible work hours, including staggered work hours and telecommuting.
- Restricting employee travel to affected areas.
- Restrictions on Company gatherings and meetings, and attendance at outside meetings.
- Requirements for employees and family members returning to the United States from affected areas.
- Process to keep employees informed of developments as they occur, including those employees who remain at home.

In the Event of an Epidemic or Pandemic

The Coordinator will, after consultation with knowledgeable healthcare community officials, implement the following steps, as deemed necessary:

- Encourage customers and potential customers to use e-mail and phone conferences in lieu of on-site meetings.
- Supervisors will be instructed to send and keep employees home if they exhibit symptoms of the illness.
- Response Team members will contact their key vendors to determine the impact of the outbreak on their operations and its effects on our ability to perform our daily functions, and they will communicate the results to the Coordinator.
- The Coordinator, with the assistance of Response Team members, will monitor staffing levels at all locations and assist Supervisors in finding ways to maintain critical operations in light of any staffing shortage.
- The Coordinator is to ensure that our Customers are kept informed of any changes that affect their transaction of business with us.
- Employees shall be advised to avoid large gatherings whenever possible.
- Employees shall be encouraged to regularly and frequently use hard surface disinfecting cleaners on all potentially contaminated surfaces, kitchen areas, keyboards, phones, door knobs, etc. Cleaning supplies will be made provided based on supplier availability. Please consider availability of supplies when using them.



O'Connell Electric Company, Inc.
Pandemic Response Update
March 13, 2020

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. We are also remaining very responsive to the needs and request of our valued Customers.

The following are conditions that are in place, effective immediately, through April 13, 2020:

1. All communications related to the COVID-19 outbreak must be discussed with and cleared by Susan Parkes-McNally or Dan Oberlies.
2. All Vendors shall be asked to discontinue visits to our facilities. Vendor interaction shall be limited to necessary deliveries to our warehouses and offices. Those making deliveries need to sign in with a full name, contact phone number and the date.
3. Intra-Company Field and Office Employees visits between offices shall be limited, and only occur as absolutely necessary.
4. Internal in-person business meetings and committee meetings shall be transitioned to a conference call or Skype.
5. Business travel to conferences, training, etc. must be pre-approved by Susan Parkes-McNally or Dan Oberlies.
6. Visiting Customers shall be kept to a minimum. Telephone and off-site meetings are encouraged.
7. For any Field or Office Employee that knowingly have been exposed to a quarantined or infected person, they shall remain home for a minimum of 2-weeks. If Field or Office Employees do stay home, established notification procedures shall be followed.



With the increase in the attention to COVID-19, we want to share with you that O'Connell Electric is continuously monitoring the situation. From the beginning, our focus has been and remains on the health and safety of our employees, our customers and the communities we work in.

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Pandemic Response Update - March 18, 2020

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.

We would like to reiterate the following:

1. At this time, we have no intent to close any of our Offices or shut down our Field Operations. We are prepared to abide by Governor Cuomo's mandate once it is issued and becomes effective.
2. Customers have begun to impose further restrictions and prohibitions against our Employees and others gaining access to their facilities. This will likely impact our ability to complete some projects we have begun, at least in the near future.
3. In the event that an Employee voluntarily removes themselves from their current work assignment due to their concern about COVID-19, we will do all we can to reassign those employees. If a reasonable reassignment cannot be established, that Employee will be given the opportunity to take time off using time off benefits, if available.
4. If an Employee voluntarily removes themselves from their current work assignment and cannot be reassigned and has no time off benefits available, they will be laid-off/furloughed and eligible for Unemployment.
5. If the work load is diminished by COVID-19, and we are forced accordingly to reduce our workforce, Employees will be given the opportunity to take time off using their available time off benefits. After those benefits have been exhausted, or if no time off benefits are available, those Employees will be laid-off/furloughed and eligible for Unemployment. It is our intent to get people back to work as soon as appropriate, and we will honor recall provisions in our Collective Bargaining Agreements.
6. We will continue to instruct and educate all Employees on the recommended precautions against being exposed to and contracting COVID-19.
7. For any Field or Office Employee that knowingly have been exposed to a quarantined or infected person, they shall remain home for a minimum of 14 calendar days. If Field or Office Employees do stay home, based on the COVID-19 virus for any reason, HR must be immediately notified.



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COVID-19 UPDATE & COMPANY STATEMENT

With the continued spread and ever-increasing response to COVID-19, we want to update you on what O'Connell Electric is doing in response to this pandemic. From the beginning, our focus has been and remains on the health and safety of our employees, our customers and the communities we work in.

Under Governor Cuomo's Executive Order No. 202.7, we are considered exempt, as we fall under the essential business category of Construction. More specifically, the Executive Order mentions "skilled trades such as electricians," and "other related professionals for essential infrastructure or for emergency repair and safety purposes."

Notwithstanding this exemption, we have worked with each Division Office and significantly reduced the number of Employees who are coming to the office. We have done this out of care and concern for our Employees, their families and the communities around us.

We remain open for business and ready to serve your needs. We recognize that many projects have slowed down, or even stopped in some cases, but we will continue to work safely and productively everywhere needed. If you have an immediate emergent need that we can help you with, please do not hesitate to contact us.

Our Project Managers and Estimators are working remotely in many cases, but they are fully equipped to continue their work as usual. Additionally, our back office Staff remains in place to support our Field Operations. Our Leadership Team remains in constant contact with their individual Teams and our Executives.

This is a challenging time for our Company, your Organization and our Country. It is critical that we all do our part and exercise social-distancing at all times.

Tips for keeping yourself and others healthy:

- If you are working from home, stay at home. Being at home during this time is not intended to be an opportunity to socialize with other family and friends.
- If you have been quarantined or live with someone who is quarantined, be thoughtful and self-quarantine. Stay away from others.
- If you are leaving home to go to work, but do not feel well, please stay home. Don't over expose yourself or others.
- Stop handshaking – use other noncontact methods of greeting.
- Clean hands at the door and schedule regular hand washing reminders.
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly

March 20, 2020



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Pandemic Response – Exposure Protocol

March 25, 2020

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.

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.

COVID-19 – OSHA GUIDANCE SUMMARY

March 27, 2020

Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact be with the general public (e.g., in schools, high-population-density work environments, and some high-volume retail settings).

Lower Exposure Risk

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Jobs Classified at Lower Exposure Risk:

What to Do to Protect Workers For workers who do not have frequent contact with the general public, employers should follow the guidance for “*Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2,*” on page 7 of this booklet and implement control measures described in this section.

Jobs Classified at Medium Exposure Risk:

What to Do to Protect Workers In workplaces where workers have medium exposure risk, employers should follow the guidance for “*Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2,*” on page 7 of this booklet and implement control measures described in this section.

Administrative Controls

Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.

Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.

- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive through windows, phone-based communication and telework).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

Personal Protective Equipment (PPE)

When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace. Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.

O'Connell Electric Company, Inc.'s Position:

Our workers are Qualified Electricians working amongst each other and interacting with Customer / Facility Owner Maintenance Staff and Site Supervision. This exposure is short-duration and random during a working day.

We will ...

- Employees that feel ill will be sent home immediately.
- Curtail physical touching or social graces such as handshakes.
- Share tools only when absolutely necessary, and after being wiped with a disinfecting wipe.
- Frequently wash hands following CDC guidelines, or using disinfecting hand sanitizer.
- Cover coughs, sneezes or other possible mouth and nose secretions.
- Maintain 6 feet of social distance in every instance possible.

PPE to be used ...

- Z87 approved safety glasses or safety goggles
- Plastic full-face shields
- Nitrile protective disposable gloves
- All other required PPE to perform work safely and in compliance with NFPA 70E and OSHA regulations.



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Personal Protective Equipment Assessment

COVID-19 – OSHA GUIDANCE SUMMARY

March 27, 2020

Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2 (COVID-19), but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact be with the general public (e.g., in schools, high-population-density work environments, and some high-volume retail settings).

Lower Exposure Risk

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Administrative Controls

Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.

Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.

- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive through windows, phone-based communication and telework).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

Personal Protective Equipment (PPE)

When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace. Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.

O'Connell Electric Company, Inc.'s Position:

Our Workers are working amongst each other and interacting with Customer/ Facility Owner Maintenance Staff and Site Supervision. Exposure to others shall be short in duration and random during a working day.

We will ...

- Remove Employees that feel ill from the jobsite immediately.
- Curtail physical touching or social graces such as handshakes.
- Share tools only when absolutely necessary, and after being wiped with a disinfecting wipe or disinfecting solution. Frequently wash hands following CDC guidelines, or using disinfecting hand sanitizer.
- Cover coughs, sneezes or other possible mouth and nose secretions.
- Maintain 6 feet of social distance in every instance possible.

PPE to be used ...

- Z87 approved safety glasses or safety goggles
- Plastic full-face shields as needed
- Nitrile protective disposable gloves as needed
- All other required PPE to perform work safely and in compliance with NFPA 70E and OSHA regulations.



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ELIMINATING COVID-19 DISTRACTIONS

We are all dealing with the impact of COVID-19. For many of us it is very close and very personal because someone we love or care about deeply has become sick and is suffering. Many others know someone within their circle of friends or family that have been significantly impacted by COVID-19. We are concerned about the economy, the stock market and how long we may be without having face-to-face contact with family and friends. These are real distractions for all of us, but we cannot let them consume our thoughts.

At work, it is critical that we control the COVID-19 distractions. Our work, *specifically working with electricity*, does not allow us to work distracted. Working distracted, for just a split second could have a tragic outcome. At this time more than ever we need to be our brother's and sister's keeper. We owe it to each other to be sure we all are in the moment and focused, not distracted.

Work focused, work safe and manage distractions!

To help work through the stress and distraction of COVID-19, we offer the following:

Keep your regular routine. Maintaining a regular schedule is important to your mental health. In addition to sticking to a regular bedtime routine, keep consistent times for meals, showering and getting dressed, work or study schedules, and exercise. Also set aside time for activities you enjoy. This predictability can make you feel more in control.

Limit exposure to news media. Constant news about COVID-19 from all types of media can heighten fears about the disease. Limit social media that may expose you to rumors and false information. Also limit reading, hearing or watching other news, but keep up to date on national and local recommendations. Look for reliable sources such as the CDC and WHO.

Stay busy. A distraction can get you away from the cycle of negative thoughts that feed anxiety and depression. Enjoy hobbies that you can do at home, identify a new project or clean out that closet you promised you'd get to. Doing something positive to manage anxiety is a healthy coping strategy.

Focus on positive thoughts. Choose to focus on the positive things in your life, instead of dwelling on how bad you feel. Consider starting each day by listing things you are thankful for. Maintain a sense of hope, work to accept changes as they occur and try to keep problems in perspective.

Use your moral compass or spiritual life for support. If you draw strength from a belief system, it can bring you comfort during difficult times.

Set priorities. Don't become overwhelmed by creating a life-changing list of things to achieve while you're home. Set reasonable goals each day and outline steps you can take to reach those goals. Give yourself credit for every step in the right direction, no matter how small. And recognize that some days will be better than others.

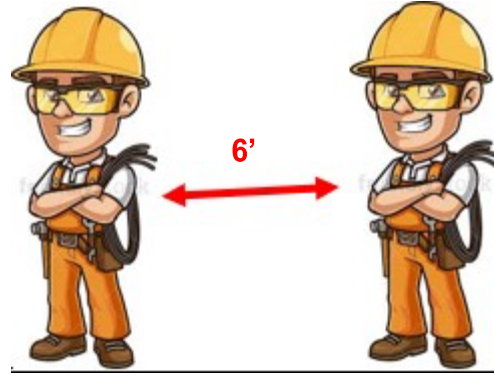
Please remember to follow all CDC Guidelines at all times.

April 6, 2020



Practice Good Hygiene

- Do not shake hands.
- Cover your mouth and nose if you cough or sneeze.
- Avoid touching your eyes, nose or mouth.
- Wash your hands with soap and water for at least 20 seconds.
- Use hand sanitizer when soap & water is not available.



Practice Social Distancing

- Whenever possible, stay 6' from anyone else.
- Schedule tasks in an effort to limit occupancy in smaller work areas.
- Avoid gatherings of more than 5 people.
- Do not congregate in groups during breaks, meals or before & after work.
- When you complete your Tailboards, have 1 person complete the sheet; no need to pass it around.

Sanitize Tools

- Do not share tools unless it is absolutely necessary.
- If you must share tools, wipe them down with sanitizer first and wear protective gloves.



When you get home

- Remove your clothes outdoors, in private.
- Wash your clothes daily in hot water with laundry soap.
- Don't share clothes you have worn at work.

**IF YOU ARE
FEELING SICK,
DON'T GO TO
WORK!!**

**CALL YOUR
SUPERVISOR AND
LET THAT
PERSON KNOW.**

**STAY HOME AS
MUCH AS YOU
POSSIBLY CAN.**

**SOCIALIZE USING
TECHNOLOGY
AND THE PHONE.**





O'CONNELL
ELECTRIC COMPANY

Safety First, Last & Always

COVID-19 UPDATE & CUSTOMER APPRECIATION

We wanted to reach out to each of our valued Customers and let you know that we continue to work each day, despite the on-going challenges that COVID-19 has brought to our Country and our Company.

We especially want to thank our Customers who continue their projects and continue to keep O'Connell employees working during these challenging times. We know you may have choices about continuing your projects, and we want to let you know how grateful we are that we are in partnership with you and the work continues. Our Employees appreciate it the most.

Each of our 6 offices remain open and ready to serve the needs of all our Customers. We have remained committed to working in the office with only critical Staff. The reminder of our Office Staff continues to work from home.

Our Project Managers and Estimators continue to work remotely as well, and are fully equipped to continue their work as usual. Our Leadership Team remains in constant contact with their individual Teams and our Executives.

If you have any needs, please do not hesitate to contact us. We are so appreciative to have the opportunity to continue the majority of our projects and we will continue to remain ready and able to meet any Customer needs that arise.

If you are having any trouble reaching our offices, please feel free to contact our COO or CEO at any time. Vic Salerno, CEO, cell: 585-233-6463 or Tom Parkes, COO, cell 716-913-0948.

Please remember the latest CDC guidelines:

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
- Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

April 10, 2020



O'CONNELL
ELECTRIC COMPANY

Safety First, Last & Always

COVID-19 AVOIDANCE FACE COVERINGS

It has been recommended by the **CDC** to wear a **cloth face covering** while in public settings where other social distancing measures are difficult to maintain (e.g. grocery stores and pharmacies), especially in areas of significant community-based transmission.

New York State requires that any Employees who are present in the workplace shall be provided and shall wear **face coverings** when in direct contact with customers or members of the public.

What are some examples of acceptable “cloth face coverings” that can be worn in public settings or at work?



April 14, 2020



O'CONNELL
ELECTRIC COMPANY

Safety First, Last & Always

COVID-19 OFFICE REPOPULATION POLICIES AND PRACTICES

As we gradually repopulate each of our Offices, we are taking numerous precautions and instituting 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 will things be 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.
- 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.
- All Conference Rooms and Training Rooms are limited to half-full capacity, with a maximum of 10 occupants.
- 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 will not be allowed to enter our Offices.
- 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.

For the time being, any outside catering 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.

April 30, 2020



**COVID-19
PROCESS & PROTOCOL
UPDATE**

We continue to closely monitor the COVID-19 virus and the responses throughout our Nation, State and Communities. Our greatest concern remains the health and well-being of our Employees. Given the fast pace developments, we have revisited our previous statements and policies and made some adjustments that are reflected below.

- For O'Connell Electric employees who have visitors that stay at their home or family members that live with them who have traveled to one of the Restricted States as identified by NYS, those employees do not need to take any precautions or limit their work activities in any way. There is no longer a need to self-quarantine or be tested for COVID-19.
- For O'Connell Electric employees who have traveled to one of the Restricted States as identified by NYS, those employees must be tested within 24 hours upon their return.
- For employees whose core responsibilities include field visits or who make field visits as a regular course of business, those employees may only return to field visits upon returning to NYS. They may make field visits, but they cannot return to working in any O'Connell Electric office for 14 calendar days. Examples of the employees included are Project Managers, Estimating, Engineers, Safety Team members, etc.
- Employees who work from an office location and who rarely travel to the field, they continue to be required to work from home for 14 calendar days after traveling to one of the Restricted States as identified by NYS.
- If it is critical to have inter-Company, Customer or Vendor meetings in-person, with no reasonable alternative, those meetings can be held in an O'Connell Electric office with pre-approval from Sue Parkes-McNally, Tom Parkes or Dan Oberlies. Those meetings shall be contained to a single conference room, and all visitors must wear a face covering while walking in and out of the building. Additionally, any movement within the building must be limited, and disinfecting must occur after the meeting has ended. These meetings are limited to half-capacity of the room being utilized, and social distancing should be maintained at all times.
- Effective August 1, 2020, the Federal Government is no longer paying for COVID-19 testing. We have experienced employees being charged for testing at private facilities such as WellNow. It seems that testing done at County testing sites remains free of charge. Regardless, O'Connell Electric will not pay for any testing that they have not directed to occur and pre-approved for payment.



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.

- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 14 days of isolation from the onset of symptoms or 14 days of isolation after the first positive test if they remain asymptomatic.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 14 days of isolation from the onset of symptoms.
 - The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.
- If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 14 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.
- 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.



State of New York

Executive Chamber

No. 202.6

EXECUTIVE ORDER

Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency

WHEREAS, on March 7, 2020, I issued Executive Order Number 202, declaring a State disaster emergency for the entire State of New York;

WHEREAS, both travel-related cases and community contact transmission of COVID-19 have been documented in New York State and are expected to be continue;

WHEREAS, in order to facilitate the most timely and effective response to the COVID 19 emergency disaster, it is critical for New York State to be able to act quickly to gather, coordinate, and deploy goods, services, professionals, and volunteers of all kinds; and

NOW, THEREFORE, I, Andrew M. Cuomo, Governor of the State of New York, by virtue of the authority vested in me by Section 29-a of Article 2-B of the Executive Law to temporarily suspend or modify any statute, local law, ordinance, order, rule, or regulation, or parts thereof, of any agency during a State disaster emergency, if compliance with such statute, local law, ordinance, order, rule, or regulation would prevent, hinder, or delay action necessary to cope with the disaster emergency or if necessary to assist or aid in coping with such disaster, I hereby temporarily suspend or modify, for the period from the date of this Executive Order through April 17, 2020 the following:

- Section three of the Public Officer's Law shall not apply to an individual who is deemed necessary to hire or to engage in a volunteer capacity to provide for an effective and efficient emergency response, for the duration of such emergency;
- Subparagraph (i) of subdivision 1 of section 73 of the Public Officers Law Section shall not apply to any person who is hired, retained, appointed, or who volunteers in any way to assist New York State in its response to the declared emergency;
- Subparagraph 5 of section 73 of the Public Officers Law Section shall not apply to a state officer or employee, or a volunteer who is facilitating contributions or donations to assist New York State in its response to the declared emergency;

- Subparagraph 8 of section 73 of the Public Officers Law Section 73(8) and section 74 of the Public Officer's Law shall not apply to volunteers or contractors who assist New York State in its response, provided that any recusals shall be adhered to if determined necessary by the appointing entity;
- Legislative Law Section 1-M is suspended to the extent that any agency may receive a donation in kind or otherwise, in any amount from any source, provided such donation is made to the State and is administered by a state agency in furtherance of the response effort;
- State Finance Law Section 11, to the extent necessary to facilitate an efficient and effective New York State emergency disaster response, shall not apply to any state agency efforts to further the response to the declared emergency;

NOW, THEREFORE, by virtue of the authority vested in me by Section 29-a of Article 2-B of the Executive Law to issue any directive during a disaster emergency necessary to cope with the disaster, I hereby issue the following directives for the period from the date of Executive Order through April 17, 2020:

- Effective on March 20 at 8 p.m.: All businesses and not-for-profit entities in the state shall utilize, to the maximum extent possible, any telecommuting or work from home procedures that they can safely utilize. Each employer shall reduce the in-person workforce at any work locations by 50% no later than March 20 at 8 p.m. Any essential business or entity providing essential services or functions shall not be subject to the in-person restrictions. This includes essential health care operations including research and laboratory services; essential infrastructure including utilities, telecommunication, airports and transportation infrastructure; essential manufacturing, including food processing and pharmaceuticals; essential retail including grocery stores and pharmacies; essential services including trash collection, mail, and shipping services; news media; banks and related financial institutions; providers of basic necessities to economically disadvantaged populations; construction; vendors of essential services necessary to maintain the safety, sanitation and essential operations of residences or other essential businesses; vendors that provide essential services or products, including logistics and technology support, child care and services needed to ensure the continuing operation of government agencies and provide for the health, safety and welfare of the public;
- Any other business may be deemed essential after requesting an opinion from the Empire State Development Corporation, which shall review and grant such request, should it determine that it is in the best interest of the state to have the workforce continue at full capacity in order to properly respond to this disaster. No later than 5 p.m. on March 19, 2020, Empire State Development Corporation shall issue guidance as to which businesses are determined to be essential.



GIVEN under my hand and the Privy Seal of the
 State in the City of Albany this
 eighteenth day of March in the year
 two thousand twenty.

BY THE GOVERNOR

[Handwritten signature]

Secretary to the Governor

[Handwritten signature]



New York Forward

Business Affirmation

We have received your reopening affirmation on 05/18/2020 at 10:50 am.

Print or take a screenshot of this page for your records.

Your next step is to create and post your Business Re-Opening Safety Plan.

[Download the Business Re-Opening Safety Plan Template](#)

I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.

O'Connell Electric Company, Inc.

Construction

Susan Parkes-McNally

(585) 869-4524

susan.parkes-mcnally@oconnellelectric.com

830 Phillips Road

VICTOR, New York 14564

Ontario County



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

DATE: June 24, 2020

FROM: Office of the Commissioner

Interim Guidance for Quarantine Restrictions on Travelers Arriving in New York State Following Out of State Travel

Purpose

In response to increased rates of COVID-19 transmission in certain states within the United States, and to protect New York's successful containment of COVID-19, the State has joined with New Jersey and Connecticut in jointly issuing a travel advisory for anyone returning from travel to states that have a significant degree of community-wide spread of COVID-19.

Background

Under Governor Andrew M. Cuomo's leadership, New York State has successfully slowed the transmission of COVID-19 to a rate that is unprecedented within the country. New York contracted COVID-19 from Europe, with over 2.2 million travelers coming in between the end of January and March 16, 2020, when the federal government finally implemented a full European travel ban. During that period of time, 2.2 million travelers landed in the New York metropolitan area and entered our communities. This, combined with the density and crowding of our population, caused New York to have the highest infection rate in the country.

After 116 days of strict adherence to data-driven, evidence-based protocols, including required social distancing and mandatory face coverings, and after the closure of our economy, New Yorkers have successfully reduced the spread of COVID-19 to one of the lowest rates in the nation. While New York has continued on this positive trajectory, other states have taken a more haphazard, less data-driven, less cautious approach, and are now experiencing a rapidly increasing rate of transmission of this deadly virus.

In response to this ongoing public health emergency and the risk posed by a resurgence of COVID-19, Governor Cuomo has issued Executive Order 205, requiring the New York State Commissioner of Health Dr. Howard Zucker to issue a travel advisory requiring all travelers coming from states with significant rates of transmission of COVID-19 (hereinafter "designated states") to quarantine for a 14-day period from the time of their last contact within such designated state(s). This action is taken in conjunction with neighboring states of New Jersey and Connecticut, considering the significant risk posed to the health and welfare of all residents by the further spread of COVID-19 throughout the tri-state area, and to protect the progress made in New York, this action is being taken in conjunction with neighboring states of New Jersey and Connecticut. This guidance sets forth the policies to be followed in New York State to effectuate the Department of Health travel advisory.

Criteria for Designating States with Significant Community Spread

All travelers entering New York who have recently traveled within a state with either:

- a positive test rate higher than 10 per 100,000 residents over a seven-day rolling average; or
- a testing positivity rate of higher than a 10% over a seven-day rolling average,

will be required to quarantine for a period of 14 days consistent with the Department of Health (DOH) regulations for quarantine. Data used to construct the metrics that determine the designated states from which individuals must quarantine is detailed in the tables [posted publicly](#) by all 50 states. Analysis of the metrics will be conducted weekly to determine if travelers from other states qualify.

The designated states with significant community spread will be conspicuously posted on the DOH [website](#) and will be updated weekly. Please check the site frequently as the information will change as often as daily, as rates of COVID-19 transmission increase or decrease.

Guidance for Travel

The travel advisory is effective at 12:01 am on Thursday, June 25, 2020. If you have traveled from within one of the designated states with significant community spread as defined by the metrics above, you must quarantine when you enter New York for 14 days from the last travel within such designated state, provided on the date you enter into New York State that such state met the criteria for requiring such quarantine.

The requirements of the travel advisory do not apply to any individual passing through designated states for a limited duration (i.e., less than 24 hours) through the course of travel. Examples of such brief passage include but are not limited to: stopping at rest stops for vehicles, buses, and/or trains; or lay-overs for air travel, bus travel, or train travel.

The travel advisory requires all New Yorkers, as well as those visiting from out of state, to take personal responsibility for complying with the advisory in the best interest of public health and safety. To file a report of an individual failing to adhere to the quarantine pursuant to the travel advisory, please call 1-833-789-0470 or visit this website:

<https://mylicense.custhelp.com/app/ask>. Individuals may also [contact](#) their local department of health.

Quarantine Requirements

If you are returning from travel to a designated state, and if such travel was for longer than the limited duration outlined above, you are required to quarantine for 14 days, unless you are an essential worker identified below. The [requirements to safely quarantine](#) include:

- The individual must not be in public or otherwise leave the quarters that they have identified as suitable for their quarantine.

- The individual must be situated in separate quarters with a separate bathroom facility for each individual or family group. Access to a sink with soap, water, and paper towels is necessary. Cleaning supplies (e.g. household cleaning wipes, bleach) must be provided in any shared bathroom.
- The individual must have a way to self-quarantine from household members as soon as fever or other symptoms develop, in a separate room(s) with a separate door. Given that an exposed person might become ill while sleeping, the exposed person must sleep in a separate bedroom from household members.
- Food must be delivered to the person's quarters.
- Quarters must have a supply of face masks for individuals to put on if they become symptomatic.
- Garbage must be bagged and left outside for routine pick up. Special handling is not required.
- A system for temperature and symptom monitoring must be implemented to provide assessment in-place for the quarantined persons in their separate quarters.
- Nearby medical facilities must be notified, if the individual begins to experience more than mild symptoms and may require medical assistance.
- The quarters must be secure against unauthorized access.

Travel Advisory Exemptions for First Responders and Essential Workers

Exceptions to the travel advisory are permitted for essential workers and are limited based on the duration of time in designated states, as well as the intended duration of time in New York. The Commissioner of Health may additionally grant an exemption to the travel advisory based upon extraordinary circumstances, which do not warrant quarantine, but may be subject to the terms and conditions applied to essential workers or terms and conditions otherwise imposed by the Commissioner in the interest of public health.

Short Term – for essential workers traveling to New York State for a period of less than 12 hours.

- This includes instances such as an essential worker passing through New York, delivering goods, awaiting flight layovers, and other short duration activities.
- Essential workers should stay in their vehicle and/or limit personal exposure by avoiding public spaces as much as possible.
- Essential workers should monitor temperature and signs of symptoms, wear a face covering when in public, maintain social distance, and clean and disinfect workspaces.
- Essential workers are required, to the extent possible, to avoid extended periods in public, contact with strangers, and large congregate settings.

Medium Term – for essential workers traveling to New York State for a period of less than 36 hours, requiring them to stay overnight.

- This includes instances such as an essential worker delivering multiple goods in New York, awaiting longer flight layover, and other medium duration activities.
- Essential workers should monitor temperature and signs of symptoms, wear a face covering when in public, maintain social distance, and clean and disinfect workspaces.
- Essential workers are required, to the extent possible, to avoid extended periods in public, contact with strangers, and large congregate settings.

Long Term – for essential workers traveling to New York State for a period of greater than 36 hours, requiring them to stay several days.

- This includes instances such as an essential worker working on longer projects, fulfilling extended employment obligations, and other longer duration activities.
- Essential workers should seek diagnostic testing for COVID-19 as soon as possible upon arrival (within 24 hours) to ensure they are not positive.
- Essential workers should monitor temperature and signs of symptoms, wear a face covering when in public, maintain social distancing, clean and disinfect workspaces for a minimum of 14 days.
- Essential workers, to the extent possible, are required to avoid extended periods in public, contact with strangers, and large congregate settings for a period of, at least, 7 days.

Essential workers and their employers are expected to comply with previously issued DOH [guidance](#) regarding return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19. Additionally, this guidance may be superseded by more specific industry guidance for a particular industry (e.g., for a nursing home worker, a negative test PCR test will be required before return to work). Consult with your employer regarding whether there is industry-specific guidance that may apply to you.

Please consult the DOH [website](#) and resources for additional details and information regarding isolation procedures for when a person under quarantine is diagnosed with COVID-19 or develops symptoms.

For reference, an “essential worker” is (1) any individual employed by an entity included on the Empire State Development (ESD) [Essential Business list](#); or (2) any individual who meets the COVID-19 testing criteria, pursuant to their status as either an individual who is employed as a health care worker, first responder, or in any position within a nursing home, long-term care facility, or other congregate care setting, or an individual who is employed as an essential employee who directly interacts with the public while working, pursuant to DOH [Protocol for COVID-19 Testing, issued May 31, 2020, or \(3\) any other worker deemed such by the Commissioner of Health](#).

Resources

Travel restrictions will help to contain the rates of COVID-19 transmission in New York State and will work to protect others from serious illness. All New Yorkers must take these travel directives seriously. Your cooperation is greatly appreciated. For further information, please visit:

- [DOH COVID-19 Website](#)
- [NYS Local Health Department Directory](#)
- [Centers for Disease Control and Prevention \(CDC\) COVID-19 Website](#)

[World Health Organization \(WHO\) COVID-19 Website](#)



**COVID-19
PROCESS & PROTOCOL
UPDATE**

We continue to closely monitor the COVID-19 virus and the responses throughout our Nation, State and Communities. Our greatest concern remains the health and well-being of our Employees and their family. Given the fast pace developments, we have revisited our previous statements and policies and made some adjustments that are reflected below.

- For O'Connell Electric employees who have visitors that stay at their home or family members that live with them who have traveled in the last 14 calendar days to one of the Restricted States as identified by NYS, those employees do not need to take any precautions or limit their work activities in any way. There is no longer a need to self-quarantine or be tested for COVID-19.
- For any O'Connell Electric employees who have traveled in the last 14 calendar days to one of the Restricted States as identified by NYS, those employees must be tested within 24 hours upon their return from one of the Restricted States.
- Employees who work from an office location and who rarely travel to the field, they may immediately return to the office, but they must wear a mask until they receive a documented negative result. A mask must be worn at all times while in the office, with the exception of while in a private office alone.
- For employees whose core responsibilities include field visits or who make field visits as a regular course of business, those employees may immediately return to field visits upon returning to NYS. If they visit or spend time in any O'Connell Office, they must wear a mask at all times until they have received a documented negative result. A mask must be worn at all times while in the office, with the exception of while in a private office alone. Examples of the employees included are Project Managers, Estimating, Engineers, Safety Team members, etc.
- If it is critical to have inter-Company, Customer or Vendor meetings in-person, with no reasonable alternative, those meetings can be held in an O'Connell Electric office with pre-approval from Sue Parkes-McNally, Tom Parkes or Dan Oberlies. Those meetings shall be contained to a single conference room, and all visitors must wear a face covering while walking in and out of the building. Additionally, any movement within the building must be limited, and disinfecting must occur after the meeting has ended. These meetings are limited to half-capacity of the room being utilized, and social distancing should be maintained at all times.
- The sharing of food, providing communal food or cafeteria style meals are not approved at this time. Any food that is brought into the office by a third-party entity or an Employee must be single-serving wrapped or boxed food or meals.



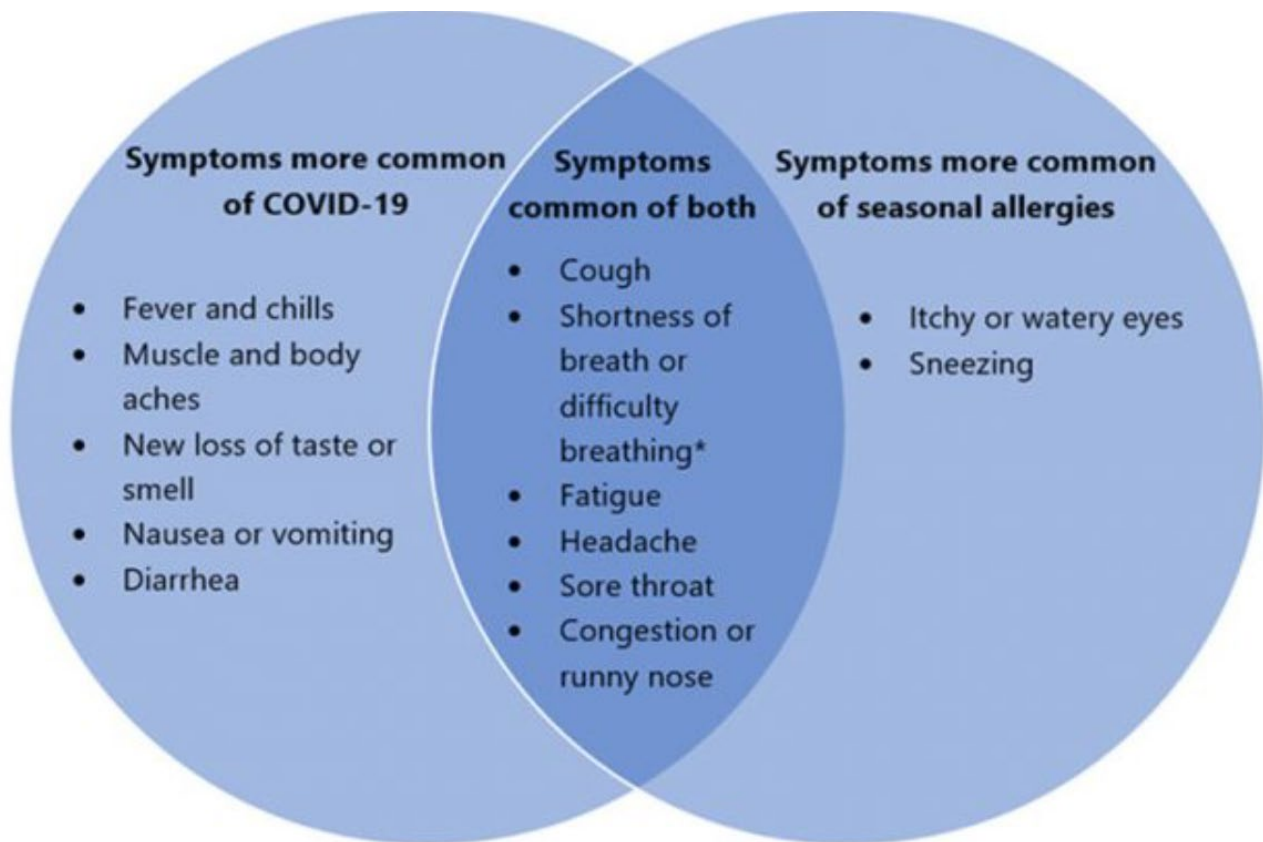
We continue to closely monitor the COVID-19 virus and the responses throughout our Nation, State and Communities. Our greatest concern is the health and well-being of our Employees.

- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 calendar days of isolation after the first positive test if they remain asymptomatic.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 calendar days of isolation from the onset of symptoms.
 - The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 calendar days of self-quarantine.
- If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 calendar days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.
- 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.



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 and their family. To date, everyone has been extremely informative about various personal situations and has cooperated at the highest level. Thank you!

We are in the time of the year where many people are impacted by seasonal allergies. COVID-19 symptoms and Seasonal Allergies, Common Cold and Seasonal Flu can impact people in very similar ways. If you have had any of these in the past, the effects and symptoms should not surprise you, and not be misinterpreted as COVID-19 symptoms.



Bottom line ... if you don't feel well, don't come to work. If you are already at work, go home. Coming to work when you do not feel well puts others at risk. Notify your Supervisor immediately and tell them about your situation. Monitor your body and seek medical attention over the phone if necessary.



If you have never experienced seasonal allergies, and you are experiencing any of the COVID-19 symptoms, don't come to work. If you are already at work, go home. Notify your Supervisor immediately and tell them about your situation. If your symptoms continue or worsen, seek medical advice over the phone.

If you choose to have a test for COVID-19, you are not allowed to return to work until you receive a negative result. If your symptoms persist, even though you have received a negative result, you may not be allowed to return to work until your symptoms have gone away.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- 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 or runny nose
- Nausea or vomiting
- Diarrhea

If you are the impacted person or the Supervisor of the impacted person, please call Sue Parkes-McNally or Dan Oberlies if you have questions, need guidance or are simply unsure about what to do next.

When in doubt, stay out! Stay home, monitor your body and seek medical attention over the phone if necessary.

Finally, if you are not able to work due to the COVID-19 infection, you are eligible for New York Unemployment pay, and you may be eligible for NY Emergency Paid Sick Leave for COVID-19. There are strict requirements for NY Emergency Paid Sick Leave for COVID-19 eligibility.



COVID-19 OFFICE POLICIES AND PRACTICES

Throughout our communities, County and State it seems that our daily life is transforming to the NEW normal. Even with that understanding, we cannot allow ourselves to become complacent. Complacency will lead to lazy habits and practices, and then we expose ourselves and others to possibly contacting COVID-19. We continue to take numerous precautions and institute new practices and processes to assure the health and safety of All Employees and their Families. It takes everyone to assure the health and safety of our Offices.

The NEW Normal:

- Masks are expected to be worn in compliance with OCE guidance and NYS requirements. Anyone can wear a mask at any time they feel comfortable doing so.
- All Employees are expected to maintain 6' of social distancing whenever they are in the office or outside on Company property.
- Each Office Employee is expected to keep their work area clean and wipe it down with disinfecting wipes each day; the first 5 minutes or the last 5 minutes of each day.
- All Conference Rooms and Training Rooms are limited to half-full capacity. Meetings with groups larger than 18 people are strongly discouraged.
- Congregating in Commons Areas, Break Rooms, Warehouses and Kitchens is not allowed. We ask that Employees tend to their business and then move on.
- Kitchen areas, break areas, common areas and bathrooms are to be wiped-down, disinfected and maintained by those who use those areas.
- Any visits between O'Connell Offices that involve O'Connell Employees or their Guests must be pre-approved by Susan Parkes-McNally, Tom Parkes or Dan Oberlies.
- It is also required that *any* O'Connell Employee who is visiting, stopping-by or working in any office that is not their Home Office, they notify the Division Manager or Division Vice President of their intended visit, *prior to arriving*.
- Visitors from the general public, customers and vendors are only allowed to visit one of our offices with 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. This cleaning will continue for the foreseeable future.
- 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.
- If COVID-19 related cleaning or PPE supplies are needed, please contact your Division Supply Coordinator: Derek Matthews, Scott Moran, Gary Means, Matt Yonts, Bruce Green and Brian McCarthy.



COVID-19 TRAVEL IN & OUT OF NYS UPDATE

We continue to closely monitor the COVID-19 virus and the responses throughout our Nation, State and Communities. Our greatest concern remains the health and well-being of our Employees and their Families. Recently, the New York State Governor has changed the requirements for traveling in and out of NYS, and for residents who leave the State and return home.

Effective Wednesday, November 4, there will no longer be a state quarantine list or use of state metrics. Instead, individuals traveling to New York must take a COVID-19 test before traveling into New York and after arriving in New York. States bordering New York are exempt; Massachusetts, Connecticut, Pennsylvania, New Jersey and Vermont.

Essential workers are exempt from any days of travel quarantine. They are not exempt from the testing requirements. Essential workers must continue to follow masking and distancing requirements when returning to work after traveling.

Anyone traveling to New York State must take a COVID-19 test within 3 days of arriving and then show proof of a negative test within three days of arrival in New York. Once arriving in New York State the employee must take another COVID-19 test on the fourth day they have been in New York State.

If the test comes back negative, the employee is cleared. If the test comes back positive, the employee must continue to quarantine for a total of 14 days. If people choose not to be tested, a 14 day quarantine is required.

The new rule distinguishes between people who were in another state for **more than 24 hours** and people who were in another state for **less than 24 hours**.

For Employees who were in another state for **more than 24 hours**:

- Employees must obtain a test within three days of departure from that state.
- On day 4 after returning, the employee must obtain another COVID test. If both tests come back negative, the employee may continue normally upon receipt of the second negative diagnostic test.

For Employees who were in another state for **less than 24 hours**:

- The employee does not need a test prior to their departure from the state they are visiting, and does not need to quarantine upon arrival in New York State.
- However, the employee must fill out an employee form upon entry into New York State and take a COVID diagnostic test on the 4th day after their arrival in New York.

Local health departments will validate tests, if necessary, and if a test comes back positive, will issue isolation orders and initiate contact tracing. The local health department must make contact with the state the employee came from, to ensure contact tracing proceeds there as well.

All out-of-state employees must complete the form upon entering New York. Employees who leave the airport without completing the form will be subject to a \$2,000 fine and may be brought to a hearing and ordered to complete mandatory quarantine. Employees coming to New York through other means of transport, including trains and cars, must fill out the form online.



COVID-19
FACE COVERING
PROTOCOL

We continue to closely monitor the COVID-19 virus and the guidance provided by Federal, State and Local Government entities. Our greatest concern remains the health and well-being of our Employees and their Families. Given the fast pace developments, we have revisited our previous statements and policies and made some adjustments that are reflected below. These changes are effective immediately.

Wearing a face covering/mask when around others seems to be one of the most effective practices against spreading COVID-19. Rather than trying to determine the appropriate distance, we are recommending the guidance below be followed anytime you are among others.

We strongly recommend and encourage that masks/face coverings be worn in the following circumstances:

1. Whenever you are out of your desk chair and leave your immediate work area. This includes all common areas, kitchens, break rooms, etc.
2. If your Department area can be closed off with a door, you *do not* need to wear a mask while working in that area, i.e. Billing, Payroll, Accounts Receivable, etc.
3. When meeting with someone in a private office.
4. When meeting in a conference room or training room.
5. When in warehouse areas.
6. When in the Fabrication Shop.

All other protocol and requirements remain in place.

For those employees who go back and forth between job sites and their office, effective Saturday, November 21, 2020, we ask that you significantly reduce that number of people, and have as many as practicable work from home and not report to the office. You can continue to visit job sites. This arrangement will remain in place until Sunday, January 10, 2021. Positions to consider are Project Managers and Safety personnel.



COVID-19 OFFICE POLICIES AND PRACTICES

Throughout our communities, County and State it seems that our daily life is transforming to the NEW normal. Even with that understanding, we cannot allow ourselves to become complacent. Complacency will lead to lazy habits and practices, and then we expose ourselves and others to possibly contacting COVID-19. We continue to take numerous precautions and institute new practices and processes to assure the health and safety of All Employees and their Families. It takes everyone to assure the health and safety of our Offices.

The NEW Normal:

- Masks are expected to be worn in compliance with OCE guidance and NYS requirements. Anyone can wear a mask at any time they feel comfortable doing so.
- All Employees are expected to maintain 6' of social distancing whenever they are in the office or outside on Company property.
- Each Office Employee is expected to keep their work area clean and wipe it down with disinfecting wipes each day; the first 5 minutes or the last 5 minutes of each day.
- All Conference Rooms and Training Rooms are limited to half-full capacity. Meetings with groups larger than 18 people are strongly discouraged.
- Congregating in Commons Areas, Break Rooms, Warehouses and Kitchens is not allowed. We ask that Employees tend to their business and then move on.
- Kitchen areas, break areas, common areas and bathrooms are to be wiped-down, disinfected and maintained by those who use those areas.
- Any visits between O'Connell Offices that involve O'Connell Employees or their Guests must be pre-approved by Susan Parkes-McNally, Tom Parkes or Dan Oberlies.
- It is also required that *any* O'Connell Employee who is visiting, stopping-by or working in any office that is not their Home Office, they notify the Division Manager or Division Vice President of their intended visit, *prior to arriving*.
- Visitors from the general public, customers and vendors are only allowed to visit one of our offices with 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. This cleaning will continue for the foreseeable future.
- 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.
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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.

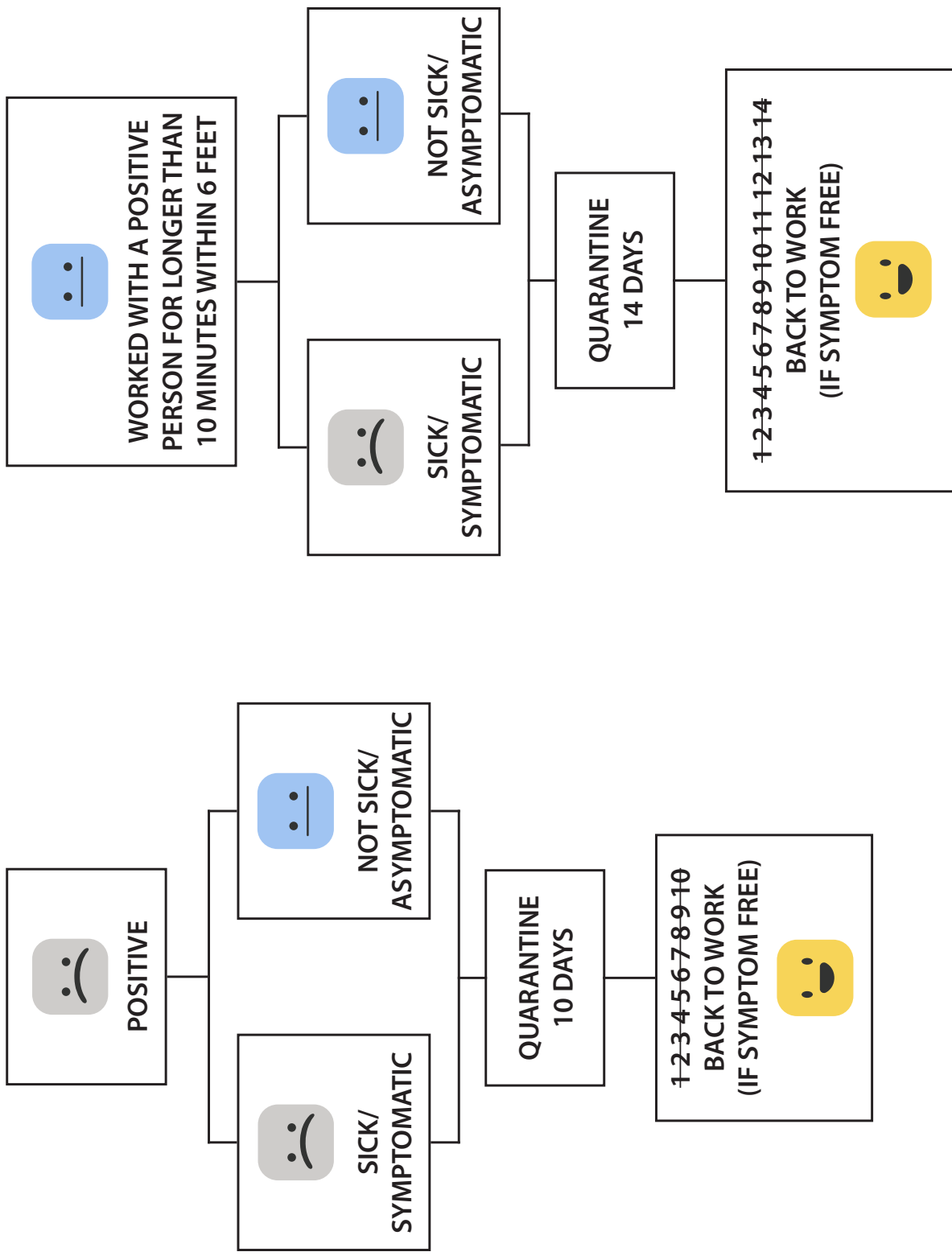
- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 calendar days of isolation after the first positive test if they remain asymptomatic.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 calendar days of isolation from the onset of symptoms.
 - The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 calendar days of self-quarantine.
- If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 calendar days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.
- 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.



O'CONNELL
ELECTRIC COMPANY

COVID-19 SYMPTOMS AND BACK TO WORK PROCESS

Based on NYS Department of Health Interim Guidance



QUESTIONS? CALL DAN OBERLIES
585-754-5225

OBTAINING AN ORDER

For Mandatory or Precautionary Quarantine Under Governor Cuomo's New COVID-19 Paid Sick Leave Law



The law provides guaranteed job protection and paid leave for New York employees who are unable to work while subject to a COVID-19 precautionary or mandatory order of quarantine.

WHAT EMPLOYEES NEED TO DO

To get an order of precautionary or mandatory order of quarantine or isolation due to COVID-19, you should contact your Local Health Department (LHD). You can search for your LHD on the New York State Department of Health website at health.ny.gov/contact/contact_information. LHDs should provide written orders in a timely manner.

If your LHD is unable to *immediately* provide you with an order:

1. Submit documentation from a licensed medical provider that has treated you, attesting (as described below under "DOCUMENTATION GUIDANCE") that you qualify for the order; AND
2. Follow up with your LHD to obtain the order and submit it to your insurance carrier as soon as it is available. LHDs must provide requested orders within 30 days.

DOCUMENTATION GUIDANCE

The documentation from your licensed medical provider must include:

- If you are subject to Mandatory Isolation, an attestation that you meet one or more of the following criteria:
 1. You have tested positive for COVID-19; OR
 2. Testing is currently unavailable to you, but you are symptomatic and have had contact with a known COVID-19 case.
- If you are subject to Mandatory Quarantine, an attestation that you meet one or more of the following criteria:
 1. You have been in close contact with someone who has tested positive for COVID-19 or is currently in mandatory isolation; OR
 2. You are symptomatic and have returned within the past 14 days from a country designated with a level 2, 3, or 4 advisory for COVID-19.
- If you are subject to a Precautionary Quarantine, an attestation that you meet one or more of the following criteria:
 1. You are asymptomatic and have returned within the past 14 days from a country designated with a level 2, 3 or 4 advisory for COVID-19; OR
 2. You have been determined to have had proximate exposure with someone who has tested positive for COVID-19.

VERIFICATION

Your Paid Family Leave carrier may contact you to verify the information you provide as part of your claim.

DENIALS OF CLAIMS

If you do not follow the steps described above, your carrier may deny your claim for Paid Family Leave. For more information on the new legislation, visit ny.gov/COVIDpaysickleave.

WHAT EMPLOYERS NEED TO KNOW

If you send employees home on a precautionary quarantine, they are entitled to job protection, COVID-19 sick leave and/or paid benefits through your Paid Family Leave and disability benefits insurance provider for the duration of their quarantine, provided they follow the process noted above.

For additional information about COVID-19, please visit the New York State Department of Health's coronavirus website at coronavirus.health.ny.gov/home.



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END OF DOCUMENT
