

COVID-19: Operational Guidelines

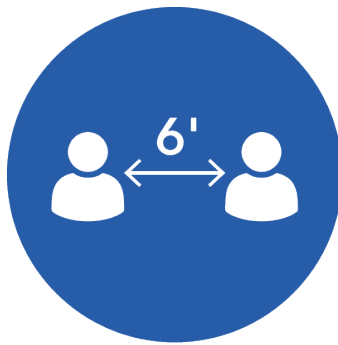
OFFICE EMPLOYEES

All Wanzek offices are currently operational.

- Work remote whenever possible.
- Practice social distancing.
- Take your temperature (all locations).
- All business travel via mass transit is restricted unless otherwise approved. Business travel **allowed only after** seeking executive approval. Travel restrictions and guidelines are being assessed by leadership on a weekly basis.



TAKE YOUR TEMP



SOCIAL DISTANCING



RESTRICTED TRAVEL

PROJECT TEAMS

All projects are currently operational.

- Please stay in and around the sites as assigned. Modifications have been made to daily site meetings.
- Current subsistence policies remain in effect.
- Take your temperature (all sites). This includes employees and subcontractors. Delivery drivers are asked to remain in their vehicles per the new guidelines until a Wanzek employee approaches.

MAKE A PLAN

Daily Life

- Plan any errands to avoid large crowds and heavily populated areas.

Driving

- Plan any and all required public outings or travel by filling gas in lesser populated areas and/or making rest stops in smaller towns with less people.

Work Areas

- Clean surfaces as instructed by site leadership.
- Stand at least 6' from your fellow coworkers and avoid using common work areas.
- Avoid visitors and limit deliveries unless approved for essential business reasons.

Hygiene

- Have hand sanitizer within reach when exiting or entering your vehicle or home to avoid contaminating these spaces.
- Wash hands frequently and avoid direct contact with surfaces.



WASH YOUR HANDS

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CORPORATE GUIDELINES

Our Safety Group is working on several initiatives and procedures to aid in the current situation for all Wanzek employees. Stay informed from site leadership regarding the most up-to-date information. **If you have any questions please reach out to your leadership team.**

	EXEMPT	NON-EXEMPT
Employees Exhibiting Signs of Illness Signs of illness causing an individual to stay home or be sent home will result in a 14-day quarantine. Return to work can occur before 14 days with a medical release.	Use PTO/sick leave as normal. Telework if approved by supervisor.	Telework, if possible. Use PTO/sick leave as normal. Unpaid if PTO runs out.
Direct Contact or Virus Contraction Quarantined by medical professional due to suspected coronavirus infection or contact with an infected individual will result in a 14-day quarantine.	Use PTO/sick leave as normal. Telework as possible.	Telework, if possible. Use PTO/sick leave as normal. Unpaid if PTO runs out.
International Travel We will follow the MasTec mandates, which are guided by the CDC regulations. We request that anyone returning from international or domestic travel (to/from states indicated by the CDC) self-identify and enter a 14-day quarantine. These individuals are to refrain from going to work, school, or public places.	Use PTO/sick leave as normal. Telework as possible.	Telework, if possible. Use PTO/sick leave as normal. Unpaid if PTO runs out.
General Air Travel Employees returning home from any out-of-state, domestic air travel will self-quarantine for 4 days. If they show no symptoms, they can return to work.	Use PTO/sick leave as normal. Telework as possible.	Telework, if possible. Use PTO/sick leave as normal. Unpaid if PTO runs out.
Personal Travel Quarantined by client upon return to site after a personal event/rotation/trip home.	Use PTO/sick leave as normal. Telework as possible.	Telework, if possible. Use PTO/sick leave as normal. Unpaid if PTO runs out.
	Employees can drive but are not approved for air travel.	
Work-Related Travel Quarantined by client upon return to site after authorized, work-related travel.	Use PTO/sick leave as normal. Telework as possible.	Telework, if possible. Use PTO/sick leave as normal. Company paid if PTO runs out.

For the most up-to-date facts and information, please follow the links below:

- [Centers for Disease Control \(CDC\)](#)
- [World Health Organization \(WHO\)](#)
- [Wanzek SharePoint](#)