



Manafort COVID-19 Health and Safety Guidance Policies

Updated July 20, 2021

The health and safety of our employees is of utmost importance to us. All employees must follow guidelines for personal hygiene as recommended by the [CDC and local regulations](#). We also ask anyone who is sick to stay home; this is nothing new and should be followed regularly for the flu, etc. No non-Manafort personnel should be in any Manafort office or site office without a scheduled meeting and escort at all times. All Manafort employees while in the office practice social distancing and utilize phones and email rather than personal visits.

Any questions with this policy should be directed to:

- Ken Sedlak, Human Resources Manager (860) 793-6483 (office) or (860) 798-8109 (cell)
- Byron Treado, Corporate Safety Director, (860) 793-6454 (office) or (860) 982-6449 (cell)

Guidance for Vaccinated People

People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

If you don't meet these requirements, you are NOT fully vaccinated.

- If you are fully vaccinated, you can resume activities that you did prior to the pandemic.
- Fully vaccinated people can resume activities without wearing a mask or physically distancing, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.

Manafort Face Mask Policy

Manafort Brothers, Manafort-Precision, Del-Va and Manafort Transit will allow employees and visitors to remove their masks as follows:

- **Fully vaccinated individuals** will be allowed to remove their masks;
- Fully vaccinated employees and customers are permitted to wear masks or face-coverings if they choose to;
- Employees must respect employee and customer decisions to wear masks and engage in physical distancing regardless of their vaccination status; and
- Changes on project sites will be dependent on guidance from the GC/CM or project owner.

Manafort will verify vaccination status. On-site project management will be responsible for project staff verification. We will not be collecting a copy of your vaccination card; we will simply verify that you are currently fully vaccinated.

If you are not vaccinated you will not be asked the reason why nor should you feel obligated to offer your reasoning. You will be asked to continue to use a mask while indoors and outdoors while within 6 feet of another person (social distancing).



Guidance for Unvaccinated People

Wear a mask

- If you are not fully vaccinated and aged 2 or older, you should wear a mask in indoor public places.
- In general, you do not need to wear a mask in outdoor settings.

Stay 6 feet away from others

- Remember that some people without symptoms may be able to spread virus.
- Stay at least 6 feet (about 2 arm lengths) from other people.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

If You are Sick (Regardless of vaccination status)

- You are to stay home if you exhibit symptoms of COVID-19. You should seek medical care early and stay away from others.
- If symptomatic or out sick, please contact:
 - Ken Sedlak, Human Resources Manager (860) 793-6483 (office) or (860) 798-8109 (cell); or
 - Byron Treado, Corporate Safety Director, (860) 793-6454 (office) or (860) 982-6449 (cell)
- You should not return to a Manafort jobsite until you show no signs of illness or fever, without the use of a fever reducing medicine, for 24 hours.
- Please communicate with your supervisor as applicable to maintain communication of absence from work.

Basic Infection Prevention Measures

- Promote frequent and thorough [hand washing](#), including by providing workers and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Encourage workers to [stay home if they are sick](#).
- Encourage [respiratory etiquette](#), including covering coughs and sneezes.
- Do not use other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- Practice social distancing.
- Wear face coverings indoors and when within 6' of others outdoors.

Symptoms of Coronavirus (COVID-19)

- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. If you have ANY of these symptoms, do not enter the workplace. Isolate yourself and call Ken Sedlak or Byron Treado.
 - This includes if a close contact at home is symptomatic, has tested for COVID-19 or has positive results for a COVID-19 test
- 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

Variants in the United States

Currently there are four notable variants in the United States:

- **B.1.1.7 (Alpha):** This variant was first detected in the United States in December 2020. It was initially detected in the United Kingdom.
- **B.1.351 (Beta):** This variant was first detected in the United States at the end of January 2021. It was initially detected in South Africa in December 2020.
- **P.1 (Gamma):** This variant was first detected in the United States in January 2021. P.1 was initially identified in travelers from Brazil, who were tested during routine screening at an airport in Japan, in early January.
- **B.1.617.2 (Delta):** This variant was first detected in the United States in March 2021. It was initially identified in India in December 2020.

These variants seem to spread more easily and quickly than other variants, which may lead to more cases of COVID-19. An increase in the number of cases will put more strain on healthcare resources, lead to more hospitalizations, and potentially more deaths.

So far, studies suggest that the current authorized vaccines work on the circulating variants. Scientists will continue to study these and other variants.

Strategies and Policies and Procedures for Prompt Identification and Isolation of Sick People

- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.
- Manafort will inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
 - This includes if a close contact is symptomatic, has tested for COVID-19 or has positive results for a COVID-19 test
- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e., cough, shortness of breath, etc.) and/or fever (100.4° F [37.8° C] or greater), upon arrival to work or who become sick during the day be separated from other employees and be sent home immediately. All employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- All Manafort supervisors and subcontractors are required to complete the *Manafort Corona Virus 19 (COVID-19) Daily Project Personnel Survey Certification* and return it to their Project Manager



- Encouraging an honest response helps to maintain our safety conscious work environment, our ability to protect our employees and our status as essential employees in the states we are working within.
- If there are any questions or concerns, specifically regarding "YES" answers to the two questions listed, which relate directly to the CDC's guidelines OR if an employee calls out sick, please contact:
 - Ken Sedlak, Human Resources Manager (860) 793-6483 (office) or (860) 798-8109 (cell)
 - Byron Treado, Corporate Safety Director, (860) 793-6454 (office) or (860) 982-6449 (cell)

Office Protocols (Non Field Office)

- Self-Checking for Symptoms
 - All employees will be required to self-check for symptoms **regardless of vaccination status** prior to entering any Manafort office.
 - Posters will display symptoms to check for
 - Any "yes" answer should result in isolation outside of the building and calling
 - Byron Treado, Corporate Safety Director, (860) 793-6454 (office) or (860) 982-6449 (cell)
 - Ken Sedlak, Human Resources Manager (860) 793-6483 (office) or (860) 798-8109 (cell).

Manafort COVID-19 Office and Office Trailer Cleaning and Disinfecting Protocols (REV 1)

- Each workstation (i.e. desk, chair, keyboard, mouse, etc.) should be cleaned and disinfected daily by the individual working in that workstation.
- Clean and disinfect frequently touched surfaces at least daily and shared objects after each use.
 - [A456-II cleaner we use needs to sit for 10 minutes to disinfect.](#)
- Clean and disinfect common areas, high transit areas, and frequently touched surfaces on an ongoing basis (at least daily) and more frequently if used more often. Clean and disinfect shared objects after each use.
 - Note: If any on-site duties are subcontracted, it is the employer's responsibility to ensure subcontractors are also appropriately trained.
- Signage - Post clear signage that reinforces new policies, like:
 - Social distancing protocols
 - Cleaning and disinfection protocols
 - Personal protection protocols (face masks, gloves)
 - Employees shall stay home if sick/experiencing symptoms

Contact Tracing

The following are frequently asked questions pertaining to Contact Tracing. If you have been in close contact with someone who has COVID-19, you should be tested, even if you do not have symptoms of COVID-19.

- Who is considered a close contact to someone with COVID-19?
 - **For COVID-19, a close contact is anyone who was within 6 feet of an infected person for a total of 15 minutes or more over a 24-hour period (for**



example, *three individual 5-minute exposures for a total of 15 minutes*). An infected person can spread COVID-19 starting from 2 days before they have any symptoms (or, if they are asymptomatic, 2 days before their specimen that tested positive was collected), until they meet the criteria for discontinuing home isolation.

- Am I considered a close contact even if I was wearing a mask?
 - A person is still considered a close contact even if one or both people wore a mask when they were together.
- What if I have been around someone who was identified as a close contact?
 - If you have been around someone who was identified as a close contact to a person with COVID-19, closely monitor yourself for any symptoms of COVID-19. You do not need to self-quarantine unless you develop symptoms or if the person identified as a close contact develops COVID-19.

Public Health Recommendations:

Except in certain circumstances, people who have been in close contact with someone who has COVID-19 should quarantine. However, the following people with recent exposure may NOT need to quarantine:

- People who have been fully vaccinated
- People who were previously diagnosed with COVID-19 within the last three months

Quarantine

Quarantine is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

1. Who needs to quarantine? People who have been in close contact with someone who has COVID-19
 - a. You were within 6 feet of someone who has COVID-19 for a cumulative total of 15 minutes or more over a 24 hour period
 - b. You provided care at home to someone who is sick with COVID-19¹
 - c. You had direct physical contact with the person (hugged or kissed them)
 - d. You shared eating or drinking utensils
 - e. They sneezed, coughed, or somehow got respiratory droplets on you

When You Can be Around Others (Return to Work) After You Had or Likely Had COVID-19

1. I think or know I had COVID-19, and I had symptoms. You can be around others after:
 - a. 10 days since symptoms first appeared and
 - b. 24 hours with no fever without the use of fever-reducing medications and
 - c. Other symptoms of COVID-19 are improving*

¹ Quarantine period will begin either last day of close contact or at the end of contact's quarantine period, whichever is greater.



- *Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation
2. I tested positive for COVID-19 but had no symptoms
 - a. If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.
 - b. If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID-19, and I had symptoms.”
 3. For Anyone Who Has Been Around a Person with COVID-19
 - a. Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person.
 - However, the following people with recent exposure may NOT need to quarantine:
 - People who have been fully vaccinated; or
 - People who were previously diagnosed with COVID-19 within the last three months.

Options to reduce quarantine

Reducing the length of quarantine may make it easier for people to quarantine by reducing the time they cannot work. A shorter quarantine period also can lessen stress on the public health system, especially when new infections are rapidly rising.

Your local public health authorities make the final decisions about how long quarantine should last, based on local conditions and needs. Follow the recommendations of your local public health department if you need to quarantine. Options they will consider include stopping quarantine

- After day 10 without testing
- After day 7 after receiving a negative test result (test must occur on day 5 or later)

After stopping quarantine, you should

- Watch for symptoms until 14 days after exposure.
- If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.
- Wear a mask, stay at least 6 feet from others, wash your hands, avoid crowds, and take other steps to [prevent the spread of COVID-19](#).

Access to Our Sites

- If an employee had close contact with an individual who has a confirmed positive test result for COVID-19 OR has a confirmed positive test themselves, they are not allowed at a Manafort jobsite or office until they have been symptom-free for 10 days from the date of contact. Notify Ken Sedlak or Byron Treado
- If an employee had close contact with an individual who has been medically directed to self-quarantine due to suspected COVID-19 OR has been medically directed to self-

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quarantine themselves, they are not allowed at a Manafort jobsite or office until they have been symptom-free for 10 days from the date of contact. Notify Ken Sedlak or Byron Treado

- These practices will protect others from possible contact with the virus and alleviate potential concerns in the workplace.
 - Byron Treado, Corporate Safety Director, (860) 793-6454 (office) or (860) 982-6449 (cell)
 - Ken Sedlak, Human Resources Manager (860) 793-6483 (office) or (860) 798-8109 (cell).

On Site Transportation

- All on site transportation shall be accomplished in single passenger vehicles
 - If multi-passenger transportation is REQUIRED then ALL non-vaccinated passengers must wear AT LEAST cloth face coverings in accordance with CDC Guidelines.
 - Windows should be opened to allow for ventilation
 - Travel time for essential operations within the workplace should be less than 15 cumulative minutes in a 24 hour period.
 - Multi-passenger transportation must be cleaned in accordance with the Manafort Corona Virus 19 (COVID-19) Office and Office Trailer Cleaning and Disinfecting Protocols.
 - As a best practice, when using a diluted bleach solution for disinfecting, please do not let the mixture sit premixed in a bottle for more than 48 hours.

Routine Environmental Cleaning on Work Site:

- All work sites should routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, handrails, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the labels.
- When entering a machine or vehicle which you are not sure you were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant prior to entry
- All common break areas, lunch and break rooms will be cleaned at least daily, but ideally multiple times throughout the workday.
 - Project trailers/offices need to be cleaned daily in accordance with the Manafort COVID-19 Office and Office Trailer Cleaning and Disinfecting Protocols (REV 1)
 - [FaciliPro™ A-456 II™ Disinfectant Cleaner](#) and EPA-registered disinfectants that are appropriate for the surface, following label instructions.
 - [A456-II cleaner we use needs to sit for 10 minutes to disinfect.](#)



Travel Restrictions

Effective April 12, 2021 the Manafort COVID-19 Travel Policy will reflect the following:

	<u>Domestic</u>	<u>International</u>
Fully Vaccinated ²	No Restrictions	PCR test on arrival home, negative result to return to work. Second PCR taken 3-5 days after return.
Not Vaccinated	PCR test 3-5 days after arrival home and quarantine 7 days. If you don't get tested, stay home and self-quarantine for 10 days after travel.	PCR test 3-5 days after arrival home and quarantine 7 days. If you don't get tested, stay home and self-quarantine for 10 days after travel.

All employee travelers (domestic and international), even fully vaccinated individuals, must report their travel, prior to leaving their home state, to Ken Sedlak ((860) 793-6483 office, (860) 798-8109 cell) or Byron Treado ((860) 982-6449).

Daily Briefs/Stretch and Flex/Tool Box Talks

- Daily Briefs should still be held with the following provisions in place
 - Briefs should utilize social distance to follow CDC guidelines
 - Craft signing under *Work Assignments* should be eliminated in favor of the supervisor using their own pen to write down their crew names and affirm with a “check” in the *Signature* section that the individual craft was present and understood the brief.
 - There should be no shared pens or documents
- Stretch and Flex
 - Social distancing should be utilized to follow CDC guidelines
- Tool Box Talks
 - Meetings should utilize social distance to follow CDC guidelines
 - Sign in Sheets should be eliminated in favor of the supervisor using their own pen to write down their crew names and affirm with a “check” that the individual craft was present and understood the Tool Box Talk.
 - There should be no shared pens or documents

² Fully Vaccinated – an individual who has had at least two (2) weeks pass since receiving the second Pfizer or Moderna vaccination, or the single dose Johnson & Johnson vaccination.



Cleaning and Disinfecting if Someone is Sick

- Close off areas used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
 - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

How to Clean and Disinfect

Hard (Non-porous) Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
 - [A456-II cleaner we use needs to sit for 10 minutes to disinfect.](#)

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces

Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
 - Follow the manufacturer's instructions for all cleaning and disinfection products.

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- Consider use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, Clothing, and Other Items That Go in the Laundry

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene

- The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
 - If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.