



Manafort COVID-19 Health and Safety Guidance Policies

Updated March 08, 2022

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** when they have received their primary series of COVID-19 vaccines.

- 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.

People are considered Up to Date when they have received all recommended COVID-19 vaccines, including any booster dose(s) when eligible.

Manafort Face Mask Policy

Based on the declining COVID-19 positivity rates, we have adjusted our mask policy effective Monday February 28, 2022.

- Manafort recommends the continued use of masks regardless of vaccination status.
- Regardless of vaccination status mask requirements will be based on CDC Community Level [COVID-19 by County | CDC](#)
 - Low Community Level – masks are not required
 - Medium Community Level – If you are [at high risk for severe illness](#), talk to your healthcare provider about whether you need to wear a mask and take other precautions
 - High Community Level - Wear a mask indoors in public
- Additional precautions may be needed for people at high risk for severe illness
- Changes on project sites will be dependent on guidance from the GC/CM or project owner.



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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

Stay 6 feet away from others

- o Remember that some people without symptoms may be able to spread virus.
- o Stay at least 6 feet (about 2 arm lengths) from other people.
- o **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:
 - o Ken Sedlak, Human Resources Manager (860) 793-6483 (office) or (860) 798-8109 (cell); or
 - o 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.

Affirmative Action Equal Opportunity Employer – M/F/Disability/Vet

Demolition Remediation Abatement	Nuclear Decommissioning	Concrete	Civil & Utility	Power	Rail & Mass Transit	Highway & Bridges	General Contracting	Alternate Project Delivery
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Symptoms of Coronavirus (COVID-19)

- 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

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).

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).
- 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

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



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Quarantine and Isolation

Manafort will follow the current [Calculating Quarantine guidelines per the CDC](#).

Calculating Quarantine when Required

The date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19.**

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.](#)