



Manafort COVID-19 Health and Safety Guidance Policies

Updated November 30th, 2020

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:

- **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)**

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.

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 Byron Treado or Ken Sedlak.**
 - **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

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- 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:
 - 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).

How COVID-19 Spreads

- COVID-19 spreads very easily from person to person. How easily a virus spreads from person to person can vary. The virus that causes COVID-19 appears to spread more efficiently than influenza but not as efficiently as measles, which is among the most contagious viruses known to affect people.
- COVID-19 most commonly spreads during close contact
 - People who are physically near (within 6 feet) a person with COVID-19 or have direct contact with that person are at greatest risk of infection.
 - When people with COVID-19 cough, sneeze, sing, talk, or breathe they produce respiratory droplets. These droplets can range in size from larger droplets (some of which are visible) to smaller droplets. Small droplets can also form particles when they dry very quickly in the airstream.
 - Infections occur mainly through exposure to respiratory droplets when a person is in close contact with someone who has COVID-19.
 - Respiratory droplets cause infection when they are inhaled or deposited on mucous membranes, such as those that line the inside of the nose and mouth.
 - As the respiratory droplets travel further from the person with COVID-19, the concentration of these droplets decreases. Larger droplets fall out of the air due to gravity. Smaller droplets and particles spread apart in the air.
 - With passing time, the amount of infectious virus in respiratory droplets also decreases.
- COVID-19 can sometimes be spread by airborne transmission
 - Some infections can be spread by exposure to virus in small droplets and particles that can linger in the air for minutes to hours. These viruses may be able to infect people who are further than 6 feet away from the person who is infected or after that person has left the space.
 - This kind of spread is referred to as airborne transmission and is an important way that infections like tuberculosis, measles, and chicken pox are spread.
 - There is evidence that under certain conditions, people with COVID-19 seem to have infected others who were more than 6 feet away. These transmissions occurred within enclosed spaces that had inadequate ventilation. Sometimes the infected person was breathing heavily, for example while singing or exercising.
- COVID-19 spreads less commonly through contact with contaminated surfaces
 - Respiratory droplets can also land on surfaces and objects. It is possible that a person could get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.
 - Spread from touching surfaces is not thought to be a common way that COVID-19 spreads

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If You are Sick

- You are to stay home if you have a fever (100.4° F [37.8° C] or greater), cough or difficulty breathing. You should seek medical care early and stay away from others.
- 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.

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 at home 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).

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 14 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-quarantine themselves, they are not allowed at a Manafort jobsite or office until they have been symptom-free for 14 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-monitor for symptoms, but return to work OR has been medically directed to self-monitor for symptoms, they are allowed to be present at a Manafort jobsite or office.
- 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).

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

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- b. You provided care at home to someone who is sick with COVID-19
- 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 to Start and End Quarantine

You should stay home for 14 days after your last contact with a person who has COVID-19. For all of the following scenarios, even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus.

- **Scenario 1:** Close contact with someone who has COVID-19—will not have further close contact. I had close contact with someone who has COVID-19 and will not have further contact or interactions with the person while they are sick (e.g., co-worker, neighbor, or friend). Your last day of quarantine is 14 days from the date you had close contact. **Date of last close contact with person who has COVID-19 + 14 days= end of quarantine**
- **Scenario 2:** Close contact with someone who has COVID-19—live with the person but can avoid further close contact. I live with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom. I have had no close contact with the person since they isolated. Your last day of quarantine is 14 days from when the person with COVID-19 began home isolation. **Date person with COVID-19 began home isolation + 14 days = end of quarantine**
- **Scenario 3.** Under quarantine and had additional close contact with someone who has COVID-19. I live with someone who has COVID-19 and started my 14-day quarantine period because we had close contact. What if I ended up having close contact with the person who is sick during my quarantine? What if another household member gets sick with COVID-19? Do I need to restart my quarantine? Yes. You will have to restart your quarantine from the last day you had close contact with anyone in your house who has COVID-19. Any time a new household member gets sick with COVID-19 and you had close contact, you will need to restart your quarantine. **Date of additional close contact with person who has COVID-19 + 14 days = end of quarantine.**
- **Scenario 4:** Live with someone who has COVID-19 and cannot avoid continued close contact. I live in a household where I cannot avoid close contact with the person who has COVID-19. I am providing direct care to the person who is sick, don't have a separate bedroom to isolate the person who is sick, or live in close quarters where I am unable to keep a physical distance of 6 feet. You should avoid contact with others outside the home while the person is sick, and quarantine for 14 days after the person who has COVID-19 meets the criteria to end home isolation. **Date the person with COVID-19 ends home isolation + 14 days = end of quarantine**

Use of Masks to Help Slow the Spread of COVID-19

Manafort ***strongly recommends*** the use of face coverings at all times. Various states, cities, work sites and construction managers have required the use of face masks. All Manafort employees shall maintain compliance with the more stringent requirements for the individual location of the project (i.e. wearing face masks at all times, as required). Cloth face coverings are not a substitute for social distancing measures.

It is critical to emphasize that maintaining 6-foot social distancing, frequent hand cleaning and other everyday preventive actions remains important to slowing the spread of the virus. CDC also advises the use of simple cloth face coverings to

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slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

- Face Coverings should continue to be worn in public at all times.
 - Face coverings should be worn properly, covering both the nose and mouth of the wearer.
 - The only exception to the mask-wearing guidance as it relates to a 6 foot distance is for outdoor workspaces.
- Face Shields
 - A face shield is primarily used for eye protection for the person wearing it. At this time, it is not known what level of protection a face shield provides to people nearby from the spray of respiratory droplets from the wearer. There is currently not enough evidence to support the effectiveness of face shields for source control. Therefore, CDC does not currently recommend use of face shields as a substitute for masks.
- Gaiters
 - Wear a gaiter with two layers, or fold it to make two layers.
- Do wear a mask that
 - Covers your nose and mouth and secure it under your chin
 - Fits snugly against the sides of your face
- Masks should be washed regularly. Always remove masks correctly and wash your hands after handling or touching a used mask.
 - Include your mask with your regular laundry
 - Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask
 - Use the highest heat setting and leave in the dryer until completely dry
- Store wet or dirty masks in a plastic bag
 - If your mask is wet or dirty from sweat, saliva, make-up, or other liquids or substances, keep it in a sealed plastic bag until you can wash it. Wash wet or dirty masks as soon as possible to prevent them from becoming moldy. Wet masks can be hard to breathe through and are less effective than dry masks.
- Store masks that are not wet or dirty in a paper bag
 - You can store your mask temporarily to reuse later. Remove your mask correctly and wash your hands after touching a used mask. Keep it in a dry, breathable bag (like a paper or mesh fabric bag) to keep it clean between uses. When reusing your mask, keep the same side facing out.

Limited Re-Use of Dust Masks

- The [CDC Strategies for Optimizing the Supply of Facemasks](#) describes limited re-use of facemasks is the practice of using the same facemask with different work shifts, but removing it after each shift. As it is unknown what the potential contribution of contact transmission is for COVID-19, care should be taken to ensure that mask removal and replacement be done in a careful and deliberate manner. This practice is being extending to N95 dust masks for Manafort to extend the working duration of an N95 dust mask.



- The dust mask should be removed and discarded if soiled, damaged, or hard to breathe through.
- Not all dust masks can be re-used.
 - Dust masks that fasten to the provider via ties may not be able to be undone without tearing and should be considered only for extended use, rather than re-use.
 - Dust masks with elastic ear hooks may be more suitable for re-use.
- Dust masks should be carefully handled, and if necessary folded, so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage.
- The folded mask can be stored between uses in a clean sealable paper bag or breathable container.
- [OSHA has released an interpretation](#) that would allow for extended use or reuse of N95 dust masks.
 - In the event extended use or reuse of N95 FFRs becomes necessary, the same worker is permitted to extend use of or reuse the respirator, as long as the respirator maintains its structural and functional integrity and the filter material is not physically damaged, soiled, or contaminated (e.g., with blood, oil, paint). Employers must address in their written RPPs the circumstances under which a disposable respirator will be considered contaminated and not available for extended use or reuse. Extended use is preferred over reuse due to contact transmission risk associated with donning/doffing during reuse. When respirators are being re-used, employers should pay particular attention to workers' proper storage of the FFRs in between periods of reuse.
 - Users should perform a user seal check each time they don a respirator and should not use a respirator on which they cannot perform a successful user seal check.
 - If reuse of respirators is necessary, an appropriate sequence for donning/doffing procedures should be used to prevent contamination, and training needs to address appropriate donning/doffing procedures.

Social Distancing

Social distancing means remaining out of congregate settings, avoiding mass gatherings, and maintaining physical distance (approximately 6 feet or 2 meters) from others when possible. Congregate settings are crowded public places where close contact with others may occur, such as shopping centers, movie theaters, stadiums. Social distancing is a Manafort requirement and should be maintained at all times feasible. This WILL effect production and this WILL require more planning on how we can complete our work. **Limiting close face-to-face contact with others is the best way to reduce the spread of COVID-19.**

- Special attention should be made to limit the number of individuals to ten (10) people in close contact or in small, confined spaces so that the maximum amount of space between individuals can be maintained. Cloth face coverings are not a substitute for social distancing measures.
 - Factors to consider when defining **close contact** include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether the individual was wearing a facemask.
 - Recommendations on the **cumulative** length of time of exposure is [15 minutes](#). Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important.
- Break and lunch times shall be staggered on site to prevent all workers from taking break at the same time. Please coordinate your times with the Manafort supervisor you report to. We also require that workers separate during break and do not congregate in groups larger than two to three people.
- In work conditions where required social distancing is impossible to achieve affected employees shall be supplied and required to wear, PPE including as appropriate, face covering, face mask, an N95 particulate respirator (dust mask) [tight fitting air purifying respirator if medically qualified and fit tested], gloves, and eye protection.

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- The use of PPE, specifically a dust mask, which we have an extremely limited supply of, is an absolute last option. It is only to be used in an instance where social distancing is impossible (i.e. a column/wall pour where the craft on the hose and the craft vibrating the concrete require a closer than 6' distance to maintain testing requirements for the concrete). Not because "two craft tying rebar will be faster".

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. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person has any symptoms or tests positive for COVID-19.
- **Am I considered a close contact even if I was wearing a mask?**
 - Yes, you are still considered a close contact even if you were wearing a mask while you were around someone with COVID-19. Masks are meant to protect other people in case you are infected, and not to protect you from becoming infected.
- **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.
- **I was around someone who has COVID-19 and my COVID-19 test came back negative. Do I still need to quarantine for 14 days after I was last exposed?**
 - Yes. You should still self-quarantine for 14 days since your last exposure. It can take up to 14 days after exposure to the virus for a person to develop COVID-19 symptoms. A negative result before the end of the 14-day quarantine period does not rule out possible infection. By self-quarantining for 14 days, you lower the chance of possibly exposing others to COVID-19.

Vehicle Policy for Manafort Employees

- All Manafort employees shall drive to work site/parking area in a single occupant vehicle. No passengers.
 - Exception ONLY if passengers live in the same residence (i.e. direct family members or domestic partners)

Vehicle Policy for Manafort Job Sites for Subcontractors

- All subcontractor employees shall drive to work site/parking area in a single occupant vehicle. No passengers.
 - Exception ONLY if passengers live in the same residence (i.e. direct family members or domestic partners)

On Site Transportation

- All on site transportation shall be accomplished in single passenger vehicles
 - If multi-passenger transportation is REQUIRED then ALL 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.

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- 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
- Manafort will attempt to have the respective vendor service portable bathrooms at a minimum of three (3) times a week where Manafort is responsible for the portable bathrooms. On project sites where general contractors provide their own portable bathrooms, Project Managers and supervisors must request to have them serviced at a minimum of three (3) times a week.
- All common break areas, lunch and break rooms will be cleaned 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.](#)
 - No communal food will be permitted on the project site until further notice.

Travel Restrictions

- **Travel to any state for less than 24 hours (i.e. to work at a site in a different state than you live in) does not meet travel restrictions, per "affected traveler".**
- Manafort currently REQUIRES 14 day quarantine in accordance with the strictest of the CT, RI and MA guidance.
 - [Travel Advisory for Visitors to Connecticut](#)
 - [Rhode Island COVID-19 Travel Information](#)
 - [Massachusetts COVID-19 Travel Order](#)
- **Affected Traveler.** An Affected Traveler is someone who has spent twenty-four (24) hours or longer in an Affected State within fourteen (14) days prior to arriving in a Manafort employee's home state but does not include an individual remaining in a Manafort employee's home state for less than twenty-four (24) hours. The term "Affected Traveler" includes residents who are returning from a visit to an Affected State.
- **Mandatory Self-Quarantine Requirement.** All Affected Travelers shall self-quarantine for a period of fourteen (14) days from the time of last contact with such Affected State, for any portion of such fourteen (14) day period they spend in a Manafort employee's home state, or for the duration of such Affected Travelers' stay in a Manafort employee's home state, whichever is shorter. Affected Travelers shall self-quarantine at their home, or a hotel or other temporary lodging. If a person's last contact with an Affected State is more than fourteen (14) days prior to such person's arrival in a Manafort employee's home state, such person is not required to self-quarantine upon arrival to a Manafort employee's home state.
- **Testing Alternative.** An Affected Traveler shall be exempt from the self-quarantine requirement if such Affected Traveler (i) has had a test for COVID-19 AFTER arrival in a Manafort employee's home state, (ii) the result of such

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COVID-19 test is negative, and (iii) he or she has provided written proof of such negative test result to Byron Treado or Ken Sedlak.

- Only results for nucleic acid COVID-19 tests, such as reverse transcriptase polymerase chain reaction (RT-PCR) tests, shall be accepted. No rapid results tests.
- If Affected Traveler has not yet received his or her test results, such Affected Traveler shall remain in self-quarantine while in a Manafort employee’s home state until a negative test result is submitted to Byron Treado or Ken Sedlak.
 - If the test result is positive and the Affected Traveler is asymptomatic, he or she shall self-isolate for ten (10) days from the date of the test; if symptomatic, he or she should seek medical assistance.
- **Essential Workers Exemptions from the Mandatory Self-Quarantine Requirement.** Affected Travelers traveling to, or returning to, a Manafort employee’s home state from Affected States or Affected Countries who work in critical infrastructure [as designated by the Cybersecurity and Infrastructure Security Agency](#), including students in exempt health care professions, are exempted from the self-quarantine requirement when such travel is related to their work. This includes any state, local, and federal officials and employees traveling in their official capacities on government business.
 - If such worker was in an Affected State or an Affected Country for a reason other than work (e.g., vacation), such worker shall be required to self-quarantine and submit a Travel Health Form in accordance with specific state’s travel advisory.
 - Essential Workers and Essential Travel for the purposes of exemption to the mandatory self-quarantine needs to be reviewed by Steve Jenkins and Ken Sedlak.
- If you are thinking about traveling away from your local community, ask:
 - Is [COVID-19 spreading](#) where you’re going?
 - Does the state or local government where you live or at your destination require you to stay home for 14 days after traveling?
- Employees who have been traveling internationally are not allowed at a Manafort jobsite or office for 14 days from the date they departed from that location. Additionally, if an employee had close contact with these individuals, they are not allowed at a Manafort jobsite or office until the traveler has been symptom-free for 14 days from the date they travelled.
- Do not travel if you are sick, or if you have been around someone with COVID-19 in the past 14 days. Do not travel with someone who is sick.

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*
 - *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.
 - b. However, anyone who has had close contact with someone with COVID-19 and who:
 - developed COVID-19 illness within the previous 3 months and
 - has recovered and
 - remains without COVID-19 symptoms (for example, cough, shortness of breath) **does not need to stay home.**

For any of the above scenarios involving a positive COVID-19 test for an employee: Manafort REQUIRES the following of the “When to Start and End Quarantine” protocols OR a note from a doctor OR negative RT-PCR test.

Daily Briefs/Stretch and Flex/Tool Box Talks

- Daily Briefs should still be held with the following provisions in place
 - Briefs should be less than 10 people
 - This may mean that supervisors need to discuss operations and scope with other supervisors on a larger work site prior to addressing their individual crews
 - 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
 - Groups should be less than 10 people
 - Social distancing should be utilized to follow CDC guidelines
- Tool Box Talks
 - Tool Box Talks should be less than 10 people
 - 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

Office Protocols (Non Field Office)

- Self-Checking for Symptoms
 - All employees will be required to self-check for symptoms 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

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- Ken Sedlak, Human Resources Manager (860) 793-6483 (office) or (860) 798-8109 (cell).
- Face Coverings are to be worn in public settings at all times.
 - In workplace settings where employees are working alone in segregated spaces (e.g., cubicles with walls, private offices, etc.), employees may remove their masks. **However, workers shall wear a mask or face covering from the time they enter the building until the time they arrive at their cubicle/workstation, and at any time they are leaving their work station and moving around common areas (e.g., in hallways and stairwells, going to the restroom or break room, etc.).**
 - Face coverings are required in single offices when a second (or more) person enters.
 - If/when another person enters their workspace, then they are no longer "working alone." Each person in the shared space needs to wear a face covering during the time of shared space.
 - Face coverings are required in conference rooms when more than one person is present (i.e. several people in a large conference room).
 - If/when another person enters their workspace, then they are no longer "working alone." Each person in the shared space needs to wear a face covering during the time of shared space.
 - The only exception to the mask-wearing guidance as it relates to a 6 foot distance is for outdoor workspaces.
- Close or restrict break rooms and cafeterias and have employees bring lunches from home and eat at workstation or in cars.
 - If Manafort does maintain break or lunch rooms, utilize extra rotations to reduce the number of employees in the break room/cafeteria at one time to achieve social distancing norms. Provide soap and water, or within available supplies, hand sanitizer and/or disposable wipes in break or lunch rooms and clean them after every shift.
- Visitors
 - Visitors are required to bring and wear masks or cloth face coverings that completely cover the nose and mouth unless doing so would be contrary to his or her health or safety due to a medical condition. If the customer or visitor does not have a mask or face covering, then they either must be provided one by the site employer or not allowed to enter the office.
 - All visitors will be required to self-check for symptoms prior to entering any Manafort office.
 - Posters on all entrances will display symptoms to check for
 - Visitors will be allowed to enter the lobby area to drop off or pick up items.
 - If there is a need to enter the offices beyond the lobby, an appointment will be required.
 - The person the appointment is made with will be required to confirm that the self-check for symptoms was completed.
 - Manafort staff is encouraged to keep visitors to a minimum
- 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

Office Trailers

- In workplace settings where employees are working alone in segregated spaces (e.g., cubicles with walls, private offices, etc.), employees may remove their masks. However, workers shall wear a mask or face covering from the time they enter the building until the time they arrive at their cubicle/workstation, and at any time they are leaving their work station and moving around common areas (e.g., in hallways and stairwells, going to the restroom or break room, etc.).
- For employees working in congregate settings (e.g., open manufacturing floors, warehouses, areas open to the public, shared offices, or similar settings), those workers shall wear a face covering as above, as well as when they are at their work station.
- Continuous wearing of masks is not required in outdoor workspaces where employees do not regularly come within 6ft of other employees.
- 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.
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 - 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.
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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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Cleaning and Disinfecting the Building 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.
 - 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.