

Tradepoint Atlantic (TPA) will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of TPA during any such time period to strive to operate effectively, to ensure that all essential services are continuously provided, and that employees are safe within the workplace. *Employees are encouraged to communicate with their manager any concerns they may have regarding their individual circumstances including family, health, and personal situations.* We are open to working with you. Communication is key to our Team's success.

Managers and employees need to discuss and coordinate cross training options of critical tasks to ensure continuity of essential services in the event an employee needs to take time off work for COVID-19 related reasons. Additionally, employees whose work is compatible with working remotely should be prepared at any time for such a transition, should that be recommended or required.

TPA's response is shaped by current information from reputable sources about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. The information can be everchanging. It is recommended that employees also refer to Centers for Disease Control [www.cdc.gov](http://www.cdc.gov), Maryland Department of Health [coronavirus.maryland.gov](http://coronavirus.maryland.gov) and The World Health Organization [www.who.int](http://www.who.int) for updated information.

### **Preventing the Spread of Infection in the Workplace**

TPA endeavors to provide a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles, railings and company vehicles. If an employee is aware of an area that needs additional or added service, email requests to [maintenance@tradepointpm.com](mailto:maintenance@tradepointpm.com)

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; using alcohol-based hand sanitizers, wearing masks; covering your mouth

whenever you sneeze or cough; and discarding used tissues in wastebaskets. ***Masks are required at all times in all buildings when you are away from your personal space (office, cubicle, desk) and on-site when in close proximity to others.***

### **Leave**

TPA complies with the Families First Coronavirus Response Act (FFCRA or ACT) to assist employees affected by the COVID-19 outbreak with job-protected leave and pay, where applicable. This policy is in effect until December 31, 2020. Our existing FMLA leave policy still applies to all other FMLA-qualifying reasons for leave outside of this policy.

### **Limiting Travel**

Travel increases your chance of getting and spreading infectious diseases. Before you travel, please perform your due diligence and visit the following websites, among other potential resources, to obtain current information and recommendations.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

<https://www.cdc.gov/quarantine/travel-restrictions.html>

### **Telecommuting**

Managers have discretion in deciding whether an employee is a candidate for telework or a flexible work option. Some employees may not be eligible due to specific job requirements. For assistance in addressing individual issues, employees are encouraged to have a conversation with their manager regarding the specifics of their situation.

### **Staying Home When Sick**

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: ***fever, cough, sore throat, runny nose, body aches, headache, chills, dizziness, shortness of breath, diarrhea, and fatigue.***

### **Requests for Medical Information and/or Documentation**

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. TPA may request medical information to

confirm your need to be absent, to show whether and how an absence relates to the infection, and to confirm that it is appropriate for you to return to work. This may include infectious disease test results, walk-in clinic, healthcare provider, or telehealth documentation. As always, we expect and appreciate your cooperation if and when medical information is sought.

### **Confidentiality of Medical Information**

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with managers, medical and safety personnel, and government officials as required by law.

### **Social Distancing Guidelines for Workplace Infectious Disease Outbreaks**

During an infectious disease outbreak, TPA may implement social distancing guidelines to minimize the spread of the disease among the staff. During the workday, employees may be required or requested to adhere to the following based on current conditions, guidelines or recommendations:

- Wear a mask at all times when in close proximity to others or away from your personal space (office, cubicle, desk)
- Use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least a seat space (six feet or more is recommended) from each other; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in work rooms, lunchrooms, pantries, copier rooms or other areas where people socialize.

### **Employee Responsibility and Reporting**

The Company is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 in our office and at our jobsites, everyone must

play their part. Employees are expected to report to their managers or Human Resources if they are experiencing signs or symptoms of COVID-19. If you have a specific question about this policy or COVID-19, please ask your manager or Terry Pusinsky, Human Resources, 410-709-1295 or [tpusinsky@tradepointatlantic.com](mailto:tpusinsky@tradepointatlantic.com)

- Employees who have symptoms should notify their manager and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. Negative test results may be required, based on availability of tests and job function.
- Employees may have been exposed if they were in “close contact” of someone who has been infected. “Close contact” is defined as being within 6 feet of a person who has COVID-19 for a cumulative total of 15 minutes during any 24 hour period in the 48 hours prior to when the sick individual showed symptoms. Or, for asymptomatic COVID-19 patients, “close contact” should include the 48 hours before that patient’s COVID-19 test was administered. Symptoms may appear 2-14 days after exposure to the virus.
  - **Potentially exposed employees who have symptoms** of COVID-19 should self-isolate, get tested, and follow CDC recommended steps.
  - **Potentially exposed employees who remain without symptoms** may be permitted to continue work provided they remain asymptomatic. They should self-monitor their temperature, remain vigilant for signs and symptoms and continue to practice social distancing as work duties permit. A COVID-19 test is recommended.
- All other employees should self-monitor for symptoms. If they develop symptoms, they should notify their manager and stay home. A COVID-19 test is recommended.
- Employees who appear to have symptoms upon arrival at work or who become sick during the day will immediately be separated from other employees, customers, and visitors and will be sent home in accordance with these health guidelines.

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### Employer Responsibility and Reporting

- If an employee is confirmed to have COVID-19 infection, TPA will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). TPA may:
  - Interview infected workers over the phone or at a social distance.
  - Perform contact tracing to identify those who have been in close contact and who may have been exposed.
  - Perform additional cleaning and disinfecting.
  - Managers may evaluate current operational needs to determine if schedule adjustments or changes are needed and if remote work should be implemented

People with COVID-19 have a wide range of symptoms reported – ranging from mild symptoms to severe illness. The CDC website has a “Self Checker” – A guide to help you make decisions and seek appropriate medical care. Check it out at [www.cdc.com](https://www.cdc.com).

TPA’s goal is to continue to minimize exposure of any infectious disease and continue business operations as safely and healthy as possible.