



Memorandum

To: TPA, TPR, & MMM Employees
From: Human Resources
Date: 09/01/2021
Re: COVID - New Requirements

COMPANY UPDATE

TradePoint Atlantic (The Company) appreciates the exceptional job the employees have done to protect themselves and others in the workplace. Your continued observance of the CDC-recommended safety protocols (getting vaccinated, maintaining social distance, frequent hand washing, wearing masks when required) has helped keep our employees, visitors, community and families safe. We appreciate your efforts in keeping us healthy and protected.

NEW MASK REQUIREMENT

Our safety efforts need continued diligence. In direct response to the recent and dramatic rise in cases of the highly-contagious COVID-19 Delta variant, and County Executive Johnny Olszewski declaring a Baltimore County State of Emergency, we must continue best practices to keep staff and visitors safe and healthy. Since masks are proving to be helpful at preventing the spread of the Delta variant we are reinstituting mask use in select instances at all of our locations. Effective 09/01/2021 all employees and guests are required to wear a CDC recommended face mask covering nose and mouth when gathering in conference rooms, when away from individual offices or workstations, while working closely (less than 6') outdoors with one or more individuals, and when travelling in company vehicles/equipment with more than one individual. This important step will provide extra protection and guard against the need to quarantine in the event an employee tests positive for COVID-19.

REQUIREMENTS FOR UNVACCINATED STAFF

The combination of vaccines and masks is the most powerful way to fight this latest surge of COVID-19. Vaccination continues to be the best way you can protect yourself and others. Many of our employees are vaccinated. However, our concern is for the unvaccinated individuals and the depth of illness it poses to them and others. If you are not yet vaccinated, we strongly encourage you to take this important step, if you are medically able to do so. TPA continues to provide up to two hours pay to employees to get vaccinated during working hours.

Unvaccinated employees are required to mask-up when sitting/working in their personal cubicle or office at all times, except when actively eating or drinking.

COVID-19 VACCINES, BOOSTERS AND FLU SHOTS

Please seriously consider getting vaccinated as soon as possible, watch for updated information published by the CDC and other health professionals regarding the booster shot and be on the lookout for the season's flu shot.

TPA will continue to monitor and assess state and local public health authorities, Centers for Disease Control & Prevention, and the U.S. Department of Health & Human Services for transmission data and updated changes and recommendations for determining when to relax masking requirements. Thank you for your partnership during this continuing and ever-evolving COVID-19 pandemic. We appreciate your commitment to the health and safety of everyone.

Tradepoint Atlantic, LLC (TPA) is committed to the health, safety, and wellbeing of its employees. TPA will take proactive steps to protect the workplace in the event of an infectious disease outbreak. TPA's overall goal during any such period is continuity of operations, especially essential services, and that employees are safe within the workplace. Employees are encouraged to communicate with their supervisor any and all concerns including individual circumstances, family, health, and personal situations. Recognizing that every employee's situation will be unique, TPA is willing to work on individual accommodations. Communication between supervisors and employees is key to TPA's success.

Supervisors need to review and assess the essential functions and personnel specific to their area of responsibility. Furthermore, they need to coordinate with employees cross training of critical tasks to ensure business continuity in the event an employee needs to be absent 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 mandated.

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 keep abreast about virus developments by consulting the [Centers for Disease Control and Prevention](#), the [Maryland Department of Health](#), and the [World Health](#) for updated information.

Preventing Disease Transmission in the Workplace

While the risk of infection from touching a surface is low, TPA endeavors to provide a clean workplace, including the regular cleaning of objects and areas that are frequently used (high-touch surfaces), 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 [TPA maintenance](#).

We ask all employees to cooperate in taking steps to reduce the transmission of infectious diseases in the workplace. The most reliable way to prevent infection is to regularly wash hands, alcohol-based hand sanitizer, wear face masks; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. Masks are again required at all times in all public and common areas of buildings when you are away from your personal space (e.g., office, cubicle, desk) and on-site when in close proximity to others and social distancing is not possible (six-feet or less). Unvaccinated employees are required to mask-up when sitting/working in your personal cubicle or office at all times, except when actively eating or drinking.

If you are not yet vaccinated, we strongly encourage you to take this important step, if you are medically able. Even if you previously had COVID-19, you should still get vaccinated. According to the CDC, vaccination provides additional protection for people who have recovered from COVID-19. Since experts do not yet know how long you are protected from getting sick again after recovering from COVID-19, being vaccinated is smart and responsible.

Individuals infected with COVID-19 have reported a wide range of symptoms, more so now with the Delta variant. The CDC website has a “Self Checker” – A guide to help you make decisions and seek appropriate medical care. Check out the latest update <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>.

Leave

TPA will continue to pay employees up to two hours’ time to get vaccinated. TPA continues to voluntarily comply with the leave policies under the Families First Coronavirus Response Act (FFCRA) to assist employees affected by the COVID-19 outbreak with job-protected leave and pay for up to 80 hours. This policy is in effect until September 30, 2021. 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

Supervisors 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 supervisor 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 healthcare 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 supervisors, 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 amongst 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) regardless of vaccination status.
- 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 or more efficient, 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 typically 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 supervisors 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 supervisor or Terry Pusinsky (410-709-1295 or tpusinsky@tradepointatlantic.com).

- Employees who have symptoms should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended guidance. 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.
- COVID-19-positive employees should work with Human Resources to immediately begin contact tracing.
- Employees may have been exposed if they were in “close contact” of someone who has been infected. “Close contact” is defined as being within six 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 two-to14 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 supervisor 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.

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.
 - Supervisors may evaluate current operational needs to determine if schedule adjustments or changes are needed and if remote work should be implemented

TPA's goal is to continue to minimize exposure of any infectious disease and ensure continuity of business operations in a safe and healthy manner.