

COVID-19 POLICY
TEMPORARY GUIDELINES



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Del-Co's Response to the Outbreak of Coronavirus (COVID-19)

Del-Co is closely monitoring the COVID-19 pandemic. It is an evolving and dynamic situation, so our response to it may change. Within this document are many of the COVID applicable policies to improve your understanding of what is required of you, and how Del-Co is handling the response. This is not intended to be entirely encompassing and rules and policies from the Del-Co Handbook still apply. The risk of COVID-19 should be taken very seriously and therefore Del-Co will monitor developments vigilantly. Because the situation is fluid, we will update you when information changes as we are able to do so. Del-Co reserves the right to revise, supplement, rescind, or deviate from any policies from time to time as it deems appropriate, in its sole and absolute discretion, and with or without advance written notice.

Del-Co's Commitment to Our Employees

We strive to do the right thing for employees, our customers and the business and are committed to safely working through this unique and challenging situation.

I. Compliance

Del-Co will comply with all applicable state and federal laws in regards to the COVID-19 pandemic. As the situation evolves, laws and regulations can quickly change. Del-Co will continue to closely monitor federal and state guidelines and consult with experts to ensure compliance and safety for all Del-Co employees.

II. Concerns

Employees with concerns regarding Del-Co's response, their own personal health, or any other COVID-19 related issue are encouraged to reach out to the General Manager or Human Resources.

III. Employee Resource Center

Del-Co has created a COVID-19 employee resources center on Paylocity. This contains many resources to assist employees in different aspects of their lives.

IV. HelpNet

All employees and their dependents can contact our Employee Assistance Program, HelpNet, free of charge. Call 1-800-969-6162 to schedule a confidential counseling session.

V. Maintaining a Clean Workplace and Encouraging Employee Hygiene

With the help of cleaning services as well as our employees, Del-Co will strive to provide clean facilities for all employees at all times. Del-Co will ensure employees have access to hygiene materials, such as soap, hand sanitizer, wipes, etc.

VI. Reasonable Accommodation

Del-Co Water complies with federal and state disability laws and makes reasonable accommodations for employees with disabilities. If a reasonable accommodation is needing to be considered during the COVID-19 pandemic, please contact Human Resources to discuss.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

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| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



Daily Symptom Assessment /Temperature Taking Protocol

I. What is a Daily Symptom Assessment?

A daily symptom assessment includes taking your temperature with a thermometer and monitoring for fever. Also, self-monitoring for coughing or trouble breathing.

II. Before reporting to work

All Del-Co employees are required to perform a daily symptom assessment before reporting to work.

III. At work

Employees who do not possess a thermometer at home must immediately perform a temperature check upon arrival at work. This is to be done before any ordinary business is to occur. Del-Co has recently acquired several no-contact digital thermometers which will be placed in each Del-Co facility for this purpose.

IV. Screening Threshold

Employees with a temperature measuring over 100 degrees Fahrenheit will not be permitted to work. This means if home, stay home. If at Del-Co, exit Del-Co property immediately, while avoiding contact with all other employees.

V. Usage, Safety and Hygiene

Del-Co's thermometers can accurately read body temperatures by aiming the device to the forehead. A read will appear within one second. Contact is not to be made with the forehead. Employees using a Del-Co thermometer must sanitize the instrument after use. Wipes will be provided for this purpose. Employees waiting to utilize a Del-Co thermometer must maintain a 6' social distance.

VI. Future Iterations of this Policy

This policy is subject to change with or without advanced notice.

VII. Confidentiality

As with all medical information, the fact that an employee has a fever or other symptoms is subject to ADA confidentiality requirements.

Face Covering Policy

I. Requirement

Face coverings are required for all Del-Co employees, unless documentation is provided from a healthcare professional. A face covering is not required if an employee is working alone, working in an isolated office space, or outdoors with proper distancing.

II. Availability

Del-Co will provide face coverings, or other personal protective equipment (PPE) at no cost to employees. Employees may also bring their own face covering, or mask, with them to work.

III. What is a Face Covering?

A face covering is a cloth, bandana, or other type of material that covers an employee's mouth and nose.

IV. How to Use a Mask/Face Covering Safely

To get the most benefit from a Face Covering, it should—

- Fit snugly but comfortably against the side of the face.
- Be secured with ties, an elastic band or ear loops.
- Allow for breathing without restriction.
- Include multiple layers of fabric.
- Be able to be laundered and machine dried without damage or change to shape.
- Should be washed routinely depending on frequency of use.

In addition:

- Don't let others wear your face covering.
- If using disposable face coverings, do not reuse them, and throw them away in appropriate trash receptacles.
- Don't lay your face covering on any surface that may contaminate either the covering or the surface.
- Don't use it if it's damaged or has holes, unless it is the only face covering you have access to.
- Employees wearing a mask or face covering should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

VI. Training

Del-Co's Safety Specialist will advise all employees how to properly wear, maintain and clean their mask / face covering.

Social Distancing

I. What is Social Distancing?

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home.

II. Requirements

All Del-Co employees must follow the State of Ohio guideline for social distancing and keep a distance of at least 6 feet (about 2 arms’ length) from other people.

III. Restrictions

Until further notice, the following social distancing rules are in place for all Del-Co employees:

- Do not gather in groups anywhere on Del-Co property or elsewhere – this includes indoors and outdoors as well as in the field. No congregating around vehicles, in the field. Office spaces such as copier rooms or individual offices are regulated to a maximum of two individuals at a time.
- Breakroom occupancy is regulated to a maximum of two individuals at a time. Some breakrooms may be temporarily closed altogether. Employees should eat at their desk/work area, vehicle, or another socially distant location.
- One individual per vehicle only. No exceptions unless it is an emergency.
- Outside of the above mentioned, employees should be aware of any crowded areas on campus or in the field and avoid completely.
- Meetings on Del-Co property with outside parties (customers, salespeople, etc.) are disallowed unless specifically approved until further notice.
- Del-Co Employees may not enter customer homes without prior approval.
- Avoid meeting with other employees face-to-face as much as possible. If unavoidable, minimize the meeting time, choose a large meeting room and sit at least 6 feet from each other.
- Social distancing must be practiced with all interactions including other employees, customers, contractors, etc.
- If a task requires two individuals to be in close contact it should be avoided if possible.
- De-minimis close interaction (such as holding a ladder for a matter of seconds) should be completed as expeditiously as possible.
- Further if field staff must work in close proximity to accomplish a task (such as an emergency repair), proper PPE should be utilized.

IV. Department-Specific requirements

Del-Co understands that social distancing could be more difficult for some employees than others depending on job duties. Del-Co asks all employees to exercise good

judgement, self-awareness and common sense. Safety is priority – please discuss any specific challenges with your manager.

V. Enforcement

Del-Co intends to monitor for compliance. Employees found in violation of this policy are subject to disciplinary action up to and including termination.

Hygiene

I. Requirements

- All employees must wash their hands regularly.
- Employees should use hand sanitizer often as well such as before/after touching common items such as light switches, copier buttons, etc.
- Avoiding coughing or sneezing into your hands.
- Cover your mouth and nose with a tissue or upper sleeve when you cough or sneeze.
- Put used tissue in a wastebasket.
- No community food (chips, cookies, etc.) are to be left in any breakroom.

II. Workplace Cleanliness – Employee responsibilities

- Employees must disinfect their workstation and work tools with wipes or sanitizing spray at least once daily.
- Employees operating equipment and heavy machinery should wipe down applicable controls and steering wheels after use.
- Employees should wipe-down surfaces after contact. This includes copiers, bathroom faucets, sink knobs, microwave doors, refrigerator doors, etc.
- Sharing of work tools and equipment is discouraged if other options are available.
- Employees should empty their own trash receptacle and trash from Del-Co vehicles and equipment daily.

III. Workplace Cleanliness – Department Responsibilities

- On Olentangy Campus, Mor-Co, RES and TES – Each department supervisor shall create a schedule appointing an employee to be that day's cleaning lead. Every two hours, the employee will be required to disinfect all common areas and high-contact surfaces.
- Employees in the field should follow employee responsibilities above.

Vacation, Sick Time, and Travel

I. Temporary Vacation Policy

To maintain business continuity, comply with the Ohio Stay at Home Order and strive for employee safety, Del-Co is temporarily requiring all employees' vacation be approved by the General Manager. Vacation is not guaranteed even if it has previously been approved. As a one-time provision, employees may carry over unused vacation in excess of the usual 40-hour threshold.

II. Sick Time

Del-Co will comply with all state and federal paid-leave requirements, such as the Families First Coronavirus Relief Act.

Until further notice and subject to change:

- If an employee is home ill, they will receive eight hours of COVID pay (regular pay – no sick leave balance utilized) per regularly scheduled workday (40 hours per week).
- If an employee is staying home out of precaution due to an underlying health condition, they will receive eight hours of COVID pay per regularly scheduled work day (40 hours per week).

III. Prohibited Travel

Del-Co will abide with COVID-related State of Ohio laws and orders. Employees permitted to, and so choosing to travel out of state will be asked to self-quarantine for fourteen days upon return while utilizing PTO time.

Reporting to Work Guidelines

I. What do I do if I am sick?

Since the virus is highly contagious and there is currently no vaccine, we all need to stay home if we are sick. If you experience any of the following symptoms, even if mild, please stay home and consult a medical professional:

A fever of over 100	Cough
Shortness of breath/difficulty breathing	Extreme fatigue
Body aches	Severe Headache
Nausea and/or diarrhea	Flu-like or cold-like symptoms

II. How long will I need to stay out from work if I am sick?

It depends. If you have a fever, you must be fever-free for at least 72 hours AND at least 7 days must have passed since the onset of any accompanying symptoms. If you have any of the other above symptoms, but with no fever, stay home at least 24 hours and consult with Human Resources before returning to work.

III. What should I do if I came in contact with an infected person?

The CDC is now advising that critical infrastructure employees who have been exposed to the virus can continue to work, provided they remain asymptomatic. Del-Co is asking that all employees in Operations, field staff in Maintenance and field staff in Distribution stay out from work for 72 hours and self-monitor. If there is no fever, the affected employee may return to work. All other employees should stay home for 14 days if in contact with an infected person. Infected persons include family members living at the same residence. Please contact HR in the event you have had contact with an infected person.

IV. What do I do if I came in contact with an asymptomatic person that has been in contact with an infected person?

You can come to work. The CDC does not currently recommend special scrutiny for people exposed to asymptomatic (showing no signs of illness) people with potential exposures to COVID-19. Continue to self-evaluate your health every day and do not come to work if you are sick.

V. What if I am diagnosed with COVID-19?

Do not come to work. You must stay away from work for at least 14 days. After 14 days, you can return if fever free for 72 hours AND at least 7 days have passed since the onset of any accompanying symptoms. Please notify HR so we can take proper steps to ensure a safe workplace for others.

Telecommuting

Employees allowed to telecommute from home or off-site, for some or all of their employment, remain subject to the terms and conditions of employment set forth in Del-Co's employee handbook and elsewhere. In addition to their existing obligations and responsibilities, telecommuters agree to the following:

- Maintain a regular work schedule and an accurate accounting of what you work on.
- Comply with all safety regulations that apply to an office. That means having a safe work environment free of clutter, exposed wiring, slippery surfaces, and other potential hazards. You should have a smoke detector, unobstructed exits, proper ventilation, and other basic safety precautions. The Company may inspect the employee's workplace before telecommuting begins to ensure the designated off-site workplace is safe, ergonomically suitable, and free from hazards.
- Be responsible for any Company equipment used off-site.
- Maintain your work files in a safe and secure environment.
- Understand that any injuries that have occurred at home or off-site are covered by the Company's workers' compensation insurance coverage. The reporting requirements for a telecommuter regarding a workplace injury are the same as if the employee worked on Company premises.
- Maintain a work environment that is free from distractions.
- You are a representative of Del-Co Water whether at a Company location or off-site and are expected to represent Del-Co appropriately.