



Interim Guidance for Our Employees on COVID-19

The coronavirus outbreak that originated in Wuhan, China has spread to at least 65 countries and has impacted thousands of individuals as well as the global economy. This epidemic is a wake-up call for companies like Paradigm Mechanical to provide strategies, policies, and procedures aimed at reducing the risk of exposure and allaying employee anxieties. Paradigm has adopted The Centers for Disease Control and Prevention (CDC) interim guidance for businesses and employers that we want to share with our employees. Here are several recommended strategies for our employees:

How Paradigm can best protect our employees from exposure in the workplace?

- Stay home if you have respiratory symptoms (coughing, sneezing, shortness of breath) and/or a temperature above 100.4F.
- Leave work if you develop these symptoms while at the workplace.
- Notify your manager when you are sick and staying home.
- We support you staying home to care for a sick family member.
- Shield coughs and sneezes with a tissue, elbow, or shoulder (not the bare hands).
- Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer.
- Paradigm's office will have ready access to alcohol-based hand sanitizers and sanitizing wipes.
- All frequently touched surfaces such as workstations, countertops and doorknobs will be routinely cleaned.

When should Paradigm exclude workers or visitors from the workspace?

- Given the threat this epidemic presents, Paradigm will not hesitate to send employees or visitors who present with Covid-19 symptoms home.

What are Paradigm benefits policies in cases where employees are barred from the worksite or we close it?

- Paradigm will treat Covid-19 like any other illness, and sick leave or short-term disability insurance would be applicable.
- Leave of absence will be approved if an employee needs a long-term solution.

Paradigm will provide real-time public health communication with employees

- Dangerous rumors and worker fears can spread as quickly as a virus. Therefore, it is imperative for Paradigm to be able to reach all workers, including those not at the worksite, with regular, internally coordinated, factual updates about infection control, symptoms, and Paradigm's policy regarding remote work and circumstances in which employees might be excluded from or allowed to return to the workplace.
- All communications will come from Paradigm's President and will be carefully coordinated to avoid inconsistent policies being communicated by different managers or functions.

Paradigm' domestic business travel recommendations

- All employees should be especially careful not to travel by air, bus, train or trolley if they feel unwell, as they might face quarantine on return if they have a fever even without significant risk of coronavirus infection.

Should we postpone or cancel scheduled conferences or meetings?

- Local health departments will issue guidance about whether events should be canceled in a specific area.
- If you are signed up to attend a business conference we recommend you look for information on reducing the chance of infection (including discouraging hand-shaking) and identify the proper handwashing facilities (and/or hand sanitizers) are easily located or available.



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What should you do if you feel you have been exposed to COVID-19?

- Paradigm employees who are well but who have a sick family member at home with COVID-19 should notify your manager. Our President can refer you to the CDC guidance for how to conduct a risk assessment of your potential exposure.
- If a Paradigm employee is confirmed to have COVID-19, employers should 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). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.