



## COVID-19 update (3/31/2020)

To all ADK Electric employees,

The authorities have defined ADK Electric Corp as an “**essential**” or “**Critical**” business.

Our long-term goal is still to keep everyone working, free of the threat of lay-offs.

### **A few facts:**

- ADK Electric **has not seen any positive or confirmed cases** associated with the COVID-19 virus within our ranks.
- Our main offices are at minimal staffing levels. 75% of the office staff is working remotely from home. Visitors are being denied access to the offices.
- There are currently (8) employees under home isolation orders.
- There are currently (7) of our families in the (FMLA) dependent care program.
- We have sent (165) full face shields to the crews.
- We have sent (30) digital thermometers to the projects.
- On the projects where sanitation became a concern, dedicated ADK porta-potties were delivered.
- On projects with larger crews, shiftwork and or social- distancing protocols are being observed.

### **We need everyone’s cooperation.**

- If you are truly calling in sick, please expect a follow up call from Tina or Nick. We need to ascertain if you should be contacting a physician or possibly have a condition related to the COVID-19 virus. We want to prevent the spreading of the virus. **Please be factual and honest, it is important.**
- If you have signs of the virus, i.e. coughing/sneezing, sore throat, tight chest, or fever, please stay home. Be sure to call the office and your supervisor. For your well-being, you will be asked to contact a physician. Please obtain a note/orders from the physician that would indicate there are COVID-19 symptoms. They will normally say if a COVID test is warranted or not. Regardless, you will be fully paid during a 10-day isolation period (80

hours). Please provide a copy of the note/orders to the office ASAP. If you are having issues contacting a physician, please call Tina or Nick for some options.

- If a family member in the same household has been ordered by a physician to isolate for COVID issues, you are subject to the same isolation orders. You will be paid fully for 10 days (80 hours). Please contact Tina or Nick. Please provide the office with a copy of the orders.
- We have seen a few instances of people showing up sick with COVID related symptoms. You are risking the chance of infecting or causing major disruptions to your fellow workers. Please stay home and call the office if you are sick.
- We are asking all of our foreman to check each crew member upon arrival for symptoms. We have infrared scanners on site to watch for low grade fevers. If you have symptoms, you will be sent home.

**We also have families that need assistance with dependent care that has been disrupted.**

- We are working on offering some shiftwork, i.e evenings, weekends.
- The first 2 weeks of emergency leave is not paid, unless vacation time is used or the employee is under isolation that has been ordered by a physician (above).
- Up to 10 additional weeks of emergency leave would then be paid at 2/3 of the regular pay rate. You must provide the office with documentation.

**On the face-shields and social distancing.**

- The main purpose for the shields is to mitigate exposure to spatter/droplets that travel while coughing/sneezing or simply talking. The shields cover the eyes, nose and mouth.
- The virus is transmitted by the droplets entering through these orifices by direct flight or touching a surface where the droplets have landed and then touching your face.
- 6 feet spacing is recommended between people to stop the transmission.
- The shield should always be used (down position) when near another person.
- If in a group for a toolbox talk, safety meeting, break, lunch, etc. Please observe the 6-foot spacing rule. For ease, form in a circle. It would be better to stagger/separate breaks and lunches.
- On the larger projects we need to go to shiftwork, whether it be our crews or with other trades.
- **DO NOT shake hands or "hi-five" others.**
- Please stay aware of your surroundings like public facilities, gas pump handles, etc.
- Wear protective gloves and wash your hands frequently (20 seconds).

Hopefully, we will be dealing with this for just a few more weeks.



Kit Canaday, President