Marrillia Protocols for COVID-19 exposure (3.26.20)

What to do... if an employee / subcontractor is sick?

**Scenario A:** Employee/Subcontractor does not exhibit the symptoms of COVID-19

- Employee/Subcontractor goes on sick leave, per standard company protocol

**Employee/Subcontractor tests negative**

- Employee/Subcontractor: Returns to work or goes on sick leave, per standard company protocol

**Scenario B:** Employee/Subcontractor exhibits the symptoms of COVID-19

- Employee/Subcontractor: Goes home
- Informs their supervisor
- Seeks medical care, and if deemed necessary, gets tested for COVID-19

**Employee/Subcontractor tests positive**

- Employee/Subcontractor: Goes/stays home
- Seeks medical care
- Informs their supervisor
- Remains out of work for 14 days from the date of the last positive diagnosis
- Does not return to work until cleared by their company

**Marrillia Project Site:**

- Marrillia President notifies project owner
- Quarantines all employees whose workspace is within 6ft of the sick employee, and those with prolonged close contact (>2 min) for 14 days
- Clears and disinfects the workspace of their sick employee, per the company’s safety plan (workers may re-enter the areas once cleaned)
- Continues advancing the project to the maximum extent possible

**COVID-19 Symptoms:**
- Fever, cough, shortness of breath and lost sense of smell/taste

**Contact Marrillia Office:**
- Call Director of Site Operations

**Director of Site Operations:**
- Coordinates with relevant project staff to ensure appropriate actions for the project site are taken
WHAT TO DO... IF AN EMPLOYEE / SUBCONTRACTOR HAD CONTACT WITH A CONFIRMED COVID-19 INDIVIDUAL

**SCENARIO A:**
Contact was indirect and employee is asymptomatic

- No further action is taken
- Employee/Subcontractor is still asymptomatic at the end of the 14-day monitoring period
- Employee/Subcontractor returns to work

**SCENARIO B:**
Contact was close and prolonged (e.g. spouse, caregiver, close coworker)

- Employee/Subcontractor:
  - Goes home
  - Informs their supervisor
  - Monitors themselves for symptoms over a 14-day period

  - Employee/Subcontractor develops symptoms
  - Employee/Subcontractor follows protocol for employee/subcontractor who exhibits symptoms of COVID-19 (see page 1)

**COVID-19 Symptoms:**
Fever, cough, shortness of breath and lost sense of smell/taste
OTHER SCENARIOS FOR EMPLOYEES AND SUBCONTRACTORS

If an Employee/Subcontractor was directed to quarantine by Federal/State/Local Authorities

Employee/Subcontractor:
- Remains out of work for the duration of the quarantine, or until they are symptom-free for 14-days, whichever is later

If an Employee/Subcontractor was in close contact with someone ordered to quarantine, but that person had no symptoms

Employee/Subcontractor:
- Continues to go to work
- Monitors themselves for symptoms over a 14-day period

COVID-19 Symptoms: Fever, cough, shortness of breath and lost sense of smell/taste