



**GLOBAL**  
a **MER** company

April 10, 2020

Global is committed to providing a safe workplace and encourages and/or adopts practices that protects the health of employees, your families, and our clients. Below you will find workplace guidelines to be followed (guidelines are developed within all applicable regulatory guidelines).

- 1. If Global is notified that an employee has come in “close contact” (within 6 feet per CDC guidelines) with someone who has been diagnosed with COVID-19, Global should:**
    - a. Identify when the employee believes they came into contact with the confirmed positive individual (to identify a timeline of potential workplace contamination).
    - b. Ask the employee to monitor their health and follow CDC guidelines if they begin to experience flu-like symptoms (specifically: fever, cough, shortness of breath per CDC).
    - c. Ask the employee to communicate to the Company if their health condition changes and/or if they’ve been diagnosed with COVID-19.
    - d. Identify which areas in Global’s workplace (if any) that the individual came in contact with; perform cleaning procedures per Global’s COVID-19 SOP for all areas where the employee has come in contact.
    - e. The employee has two (2) options as it relates to the workplace:
      - a. The employee can remove themselves from the work environment for 14 days after last exposure.
      - b. The employee can continue to work while adhering to the following CDC guidelines:
        - i. Global will perform daily pre-screens of that employee; Global will measure the employee’s temperature and assess symptoms prior to them starting work.
        - ii. The employee will wear a face mask at all times while in the workplace for 14 days after last exposure. This face mask can be issued by Global or can be supplied by the employee (employee’s preference).
        - iii. Practice social distancing as work duties permit.
  
  - 2. If Global is notified that an employee has been diagnosed with COVID-19, Global should:**
    - a. Follow the applicable procedures outlined in the document, “*Procedure When an Employee is Ill.*”
    - b. Identify when the employee believes they contracted the virus (to identify a timeline of potential workplace contamination).
    - c. Identify which MER employees (if any) that individual came in contact with and communicate the confirmed diagnosis.
      - a. *Follow section 1 for all individuals who came in close contact with the employee.*
    - d. Identify which areas in Global’s workplace (if any) that the individual came in contact with; perform cleaning procedures per Global’s COVID-19 SOP for all areas where the infected employee has come in contact.
  
  - 3. If an employee is showing symptoms of acute respiratory illness (but no known exposure), Global should:**
    - a. Ask the employee to leave the workplace and not return until they are no longer symptomatic for at least 24 hours.
    - b. Follow the applicable procedures outlined in the document, “*Procedure When an Employee is Ill.*”
    - c. Ask the employee to monitor their health and follow CDC guidelines if their symptoms become worse or if they begin to experience flu-like symptoms.
    - d. Ask the employee to communicate to the Company if their health condition changes and/or if they’ve been diagnosed with COVID-19.
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