



Updated Essential Business COVID-19 Response Plan

June 5th, 2020

During the COVID-19 crisis, it is important to continue to revisit our essential business response plan. NEI Electric is following all CDC and State Guidelines, please take a few minutes to review the updated list.

COVID-19 Response Plan:

- ***Domestic personal and business travel is allowed***
 - ***All employees must follow jobsite / customer specific travel policies***
 - ***Communicate with senior management if your travel plans conflict with the customers policies and return to work options will be reviewed***
- International personal travel requires employee to self-quarantine for 14 days and be symptom-free before returning to work (senior management approval)
- Ban non-essential in-person meetings, attend meetings via video or phone
- Breaks and lunches in separate space – at desk, in vehicle, in separate space on jobsite
- Sanitary processes implemented throughout facility (soap, hand sanitizer, single-use gloves, doors propped open, hands-free capabilities, no shared food)
- No visitors (including suppliers and customers) except those approved by senior management
- Employees must immediately report symptoms associated with COVID-19 exposure

COVID-19 Simple Steps to stay safe:

- When taking a break, avoid being within 6 feet of your coworker. Space out within the facility for everyone's protection
- Wash your hands, if soap and water are not readily available, use hand sanitizer
- Avoid touching your eyes, nose and mouth – consider wearing a mask in certain situation

Our COVID-19 Task Force continues to meet weekly to discuss and address the ever changing information as it becomes available. All new information will be emailed, texted and posted on the employee portal on the company website.

Thanks and stay safe,

NEI Electric Management