

The Berg Group's COVID-19 Isolation, Testing, and Face Covering Policy

Procedures:

Overview and General Information

Employee Notification of COVID-19 and Removal from the Workplace

The Berg Group will require employees to promptly notify their supervisor when they have tested positive for COVID-19, have been diagnosed with COVID-19 by a licensed healthcare provider, or have been considered to have been in close contact with someone who has tested positive for COVID-19.

Employees can call or text their supervisor if they are out sick or experiencing symptoms of COVID-19 while at home or at work. Human Resources will follow up with the employee who is out sick or experiencing symptoms of COVID-19 via phone. Human Resources will ask when their symptoms began, if they feel that they were in close contact with anyone on the job site or in the office (within 6-feet for more than 15-minutes over a 24-hour period).

Medical Removal from the Workplace

The Berg Group has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. The Berg Group will immediately remove an employee from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate).

If an employee can perform their job duties from home, they can work remotely from home if they choose.

Close Contact in Workplace

If an employee tests positive for COVID-19, the Human Resources team will conduct contact tracing. All employees and individuals who were considered to be in close contact with the individual who tested positive will be notified and instructed on next steps based on the CDC's Isolation Guidance, which is outlined below.

Return to Work Criteria

For any employee removed because they are COVID-19 positive, The Berg Group will keep them removed from the workplace until the employee receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing; meets the return to work criteria in CDC's "Isolation Guidance"; or receives a recommendation to return to work from a licensed healthcare provider.

Under CDC's "[Isolation Guidance](#)," asymptomatic employees may return to work once 5 days have passed since the positive test, but must wear a face covering for an additional 5 days. Symptomatic employees may return to work after all the following are true:

- At least 5 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and

- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).
- The employee must wear a face covering for 10-days following their positive test result.

If an employee has severe COVID-19 or an immune disease, The Berg Group will follow the guidance of a licensed healthcare provider regarding return to work.

Face Coverings

The Berg Group will encourage all employees who are not fully vaccinated to wear a face covering over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. A proper face covering should: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Hand hygiene practices

Basic infection prevention measures are always implemented at The Berg Group's workplaces. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, before any mealtimes, and after using the restroom.

At the Berg Group's job sites, employees have access to hygiene stations that are provided by the General Contractor. All job sites wipe their tools with disinfectant at least once a day and tools are not shared between persons.

In all The Berg Group's offices, there are sanitation stations as employees, customers, clients, guests, visitors enter the building. The Hygiene stations include hand sanitizer, Kleenex, and Clorox wipes. Within all the offices, there is information and flyers that provide information about COVID-19 symptoms and how to prevent the spread of COVID-19. Employees, customers, clients, guests, visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, particularly their mouth, nose, and eyes, with their hands. Employees, customers, clients, guests, visitors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette is demonstrated on posters and supported by making tissues and trash receptacles available to all employees and other persons entering the workplace.

New Hires:

All new employees are required to comply with the requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Questions:

Please direct any questions regarding this policy to Human Resources at hr@berggroup.us or call us directly.