

# FIRST AMENDMENT TO COVID-19 PREPAREDNESS PLAN

## INTRODUCTION

---

Marsden Services, L.L.C. and affiliated companies (“Marsden” or the “Company”) issued an original COVID-19 Preparedness Plan on June 30, 2020 (“Preparedness Plan”) while the coronavirus pandemic was still in its early stages. We have learned much since that time and have refined our practices around the latest scientific developments regarding COVID-19. This First Amendment is intended to provide additional guidance to our workforce while updating the Company’s Preparedness Plan to meet or exceed evolving recommendations from the CDC, OSHA, state departments of health and regulatory orders.

*Note: The original Preparedness Plan requirements are still in effect for all employees. This First Amendment will supplement the original COVID-19 Preparedness Plan in the areas addressed below.*

## EMPLOYEE HEALTH AND SAFETY PLAN

---

### FACE MASKS REQUIRED

The Company requires all employees to wear face masks while at work until further notice. Consistent with CDC guidance, face masks should be form-fitting to the employee’s face with no significant gaps. Bandanas or other loose-fitting facial coverings are no longer acceptable. A copy of Marsden Facial (Mask) Protection Use Recommendations is attached as **Appendix A**.

### QUARANTINE STANDARDS

#### EMPLOYEES TESTING POSITIVE OR WITH COVID-19 SYMPTOMS - FULL 14-DAY QUARANTINE

Employees who test positive for COVID-19 or who have symptoms of fever, dry cough, shortness of breath, difficulty breathing, or new loss of taste or smell, are required to quarantine and shall not return to work until all three conditions are satisfied:

1. NO FEVER: They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time;
2. OTHER COVID-19 SYMPTOMS GONE OR IMPROVING: Coughs and other symptoms have improved; and
3. TIME: Fourteen days have passed since they first noticed symptoms or, if the employee has not experienced symptoms, from the date they received the confirmed positive result, or the date of their exposure to someone who is confirmed to have or is presumed by a health professional to

have COVID-19. However, the employee may be allowed to return to work sooner if they receive two consecutive negative COVID-19 tests at least 24 hours apart.

## **EMPLOYEES WITH LESS CONCLUSIVE SYMPTOMS - DAY-BY-DAY QUARANTINE**

Employees who experience symptoms such as chills, fatigue, muscle or body aches, headache, sore throat, diarrhea, nausea, or vomiting, shall quarantine on a day-by-day basis until the following conditions are satisfied:

1. **ALL SYMPTOMS GONE:** All symptoms identified above are gone for at least 24 hours and no new or other symptoms have appeared;
2. **SELF-ASSESSMENTS:** The employee completes daily self-assessments at least 2 hours prior to coming to work;
3. **FACE MASK:** The employee always wears a face make and all other required PPE; AND
4. **WORK IN ISOLATION:** The employee can safely work in isolation from others and strictly observes social distancing requirements (i.e., 6 feet away from others at all times) for at least 14 days.

## **EMPLOYEES WHO COME IN CLOSE PROXIMITY OF ANOTHER PERSON WITH COVID-19**

The Company encourages employees who have come within close proximity of another person with COVID-19 to seek a test from their medical provider. “Close proximity” is defined as (a) being within 6 feet of a person for at least 15 minutes; or (b) having direct physical contact with the person (*e.g.*, touched, hugged, or kissed), shared eating utensils, or if the infected person sneezed or coughed while within 6 feet of the employee.

If the employee does not have any symptoms and has not tested positive for COVID-19, the employee will generally be allowed to report to work—in the sole and exclusive discretion of the Company—if all of the following conditions are satisfied:

1. **SYMPTOM-FREE:** The employee remains symptom-free;
2. **SELF-ASSESSMENTS:** The employee completes daily self-assessments at least 2 hours prior to coming to work;
3. **FACE MASK:** The employee always wears a face make and all other required PPE; AND
4. **WORK IN ISOLATION:** The employee can safely work in isolation from others and strictly observes social distancing requirements (i.e., 6 feet away from others at all times) for at least 14 days.

## **CUSTOMER COVID-19 TESTING**

Some of the Company’s customers require our employees to undergo COVID-19 testing as a condition of entry to the customers’ facilities during the pandemic. The Company has adopted policies and procedures to ensure any customer testing program meets our standards and adequately protects the safety and privacy of our workforce. If any employee is asked to undergo a COVID-19 test by a customer, the employee should immediately notify his or her manager.

## **RESERVATION OF RIGHTS**

This First Amendment to the COVID-19 Preparedness Plan is intended to satisfy the published guidelines of the CDC, OSHA, state departments of health, and any applicable state orders. The amended Preparedness Plan shall supplement, not replace, any applicable state or local law. The Company will follow any state or local laws to the extent they conflict with this Preparedness Plan as amended. The Company reserves the right to unilaterally modify, revoke, or terminate any provision of the amended Preparedness Plan for any reason, including to conform to any new guidance issued by the CDC, OSHA, or other regulatory agency.