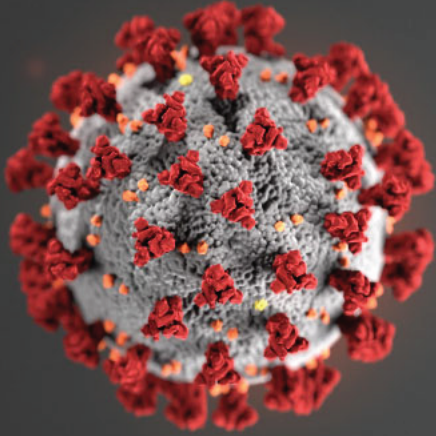


## COVID-19 Safety Precautions & Behavioral Guidance



As efforts concerning the containment of COVID-19 expand and evolve here in the U.S. and around the world, we want to assure you that we are focused on three things:

1. Ensuring the safety of our employees
2. Continuing to provide exceptional service to our customers
3. Supporting local efforts to limit the spread and impact of COVID-19

For now, we do not anticipate any interruption in Morningside Group services. At this time, there is no significant impact on any active construction projects. Morningside has taken this very seriously, and we invested a lot of effort to stay on top of the evolving crisis to keep our employees safe. We are continuing to monitor and address this global situation daily, preparing ourselves for different scenarios.

There is much more to learn about the transmissibility, severity, and other features of COVID-19, and investigations are ongoing. Following the Center for Disease Control Prevention (CDC) and the World Health Organization (WHO), Morningside has established the following guideline to respond to Coronavirus Disease 2019 and to mitigate its spread.

**Please adhere to the following safety precautions and behavior guidelines:**

**1)** We are restricting access to the job sites to all employees who are feeling sick or showing any symptoms related to coronavirus or the flu. Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [38.0° C] for at least 24 hours, without the use of fever-reducing. Employees

should notify their supervisor and the office and stay home if they are sick. Coronavirus symptoms may appear 2-14 days after exposure.



FEVER



COUGH



SHORTNESS  
OF BREATH

Call your healthcare professional if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you have recently traveled from an area with widespread of the virus.

**Hygiene and health are the keys - Practicing standard sanitation, and hygiene regimens is a top priority.**



Wash your hands often with soap and water for at least 20 seconds.

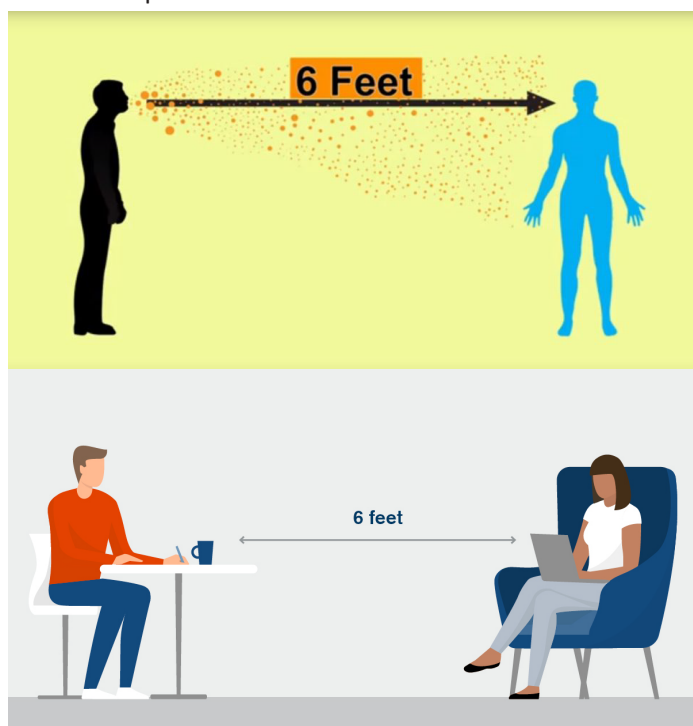
- Encourage frequent and thorough handwashing with soap and water (for at least 20 seconds)
- Hand sanitizer, with at least 60% alcohol content, is a secondary option.

- Remind everyone to keep noses and mouths covered when coughing or sneezing
- Avoid touching in and around the eyes, with unwashed hands.

**2)** We are making sure our workplace is clean and hygienic. Surfaces like desks, telephones, keyboards need to be wiped with disinfectant regularly.

**3)** Supervisors must identify possible work-related exposure and health risks to our employees. Please inform Valentina Oten. We are going to address any health risk exposure immediately.

**4)** To minimize exposure, we are enforcing social distancing at Worksites. We are asking you to maintain a minimum distance of 6' feet during all interactions with other people in the workplace. Physical contact, for example, handshaking, fist or elbow bump, etc.) are also prohibited.



**5)** Morningside has established a policy of no unsolicited visitations to the office. If it is possible, meetings shall take place via telephone. Try to avoid face-to-face meetings; plan to have a remote session using Microsoft Teams or other software. If you necessarily need to meet with a client, vendor, or supplier in person, make special arrangements to use the conference room but do not invite several people. Try to keep the meeting small.

## VISITOR RESTRICTIONS

*Help us prevent the spread of*

**COVID-19**  
(CORONAVIRUS)

**6)** We are encouraging remote work for those employees who can continue their work tasks from their homes. We will be communicating our telework guidance soon. If you think this measure applies to you, please contact Juanita, our Office Manager, to make any needed arrangements. Teleworking will help our business keep operating while our employees stay safe.

**7)** We have a plan of what to do if someone becomes ill with suspected COVID-19 at one of our workplaces:

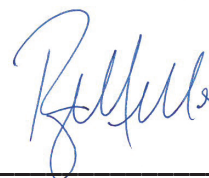
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and contact Juanita Castanon, our Office Manager. We will conduct a risk assessment of their potential exposure based on CDC guidance, and precaution measures will be taken.

- If an employee is confirmed to have COVID-19, the employee must notify his/her supervisor immediately. Morningside will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). We will conduct a risk assessment of their potential exposure and notify all the people who may be at risk, and we will inform the local public health authority immediately.

**8)** We are preparing for possible increased numbers of employee's absences due to illness, assuring we can keep our essential business functions.

**Since this is a developing situation and details are changing rapidly, more actions could be added to this general plan daily.**

**Please share this information with all employees at your job site.**



**Rogelio Mancillas**  
President/CEO