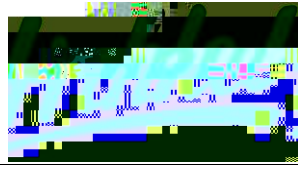


Kentucky Healthy at Work!

Hinkle will adhere to the following guidelines:

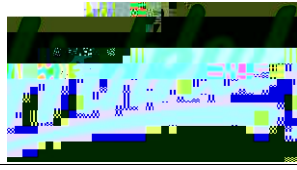
1. Continue telework whenever possible.
 - a. Employees who can perform their job duties via telework must continue to telework (should be discussed on a case by case basis with your supervisor and HR).
 - b. While at home, employees should continue to maximize physical distance from others when in public. Assume everyone HAS the virus. Do not assume anyone follows guidelines.
2. Phased return to work.
 - a. Each office will develop a plan on phasing a certain percentage of employees

Please contact your supervisor, safety manager, or HR department with any questions.



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5. Close common areas.
 - a. Kitchen areas will be closed (exception: storage of medication in refrigerator). Coffee pots, microwaves, and other common-

Please contact your supervisor, safety manager, or HR department with any questions.



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10. Educate and train employees.
 - a. All employees have received training regarding this Healthy at Work protocol.
 - b. Contractors, vendors, or customers unfamiliar with Hinkle COVID-19 protocols should be directed to the Hinkle safety manager or HR department to discuss. They can also check our website for our latest COVID-19 protocols (www.hinklecontracting.com).

 11. Testing plan and contact tracing.
 - a. Any employee with COVID-19 symptoms will be sent for testing by a health care provider within 36 hours. Managers should report these cases immediately to their safety manager or HR department.
 - b. Any employee who develops COVID-19 symptoms at work will be isolated and sent for COVID-19 testing within 36 hours. Managers should report these cases immediately to their safety manager or HR department.
 - c. Any positive cases will be immediately reported to the local public health department with the employee's information and any other employee / customer with whom the COVID-19 positive employee came in contact. Managers and employees must participate in contact tracing if an employee tests positive.

 12. Designate a "Healthy at Work" Officer.
 - a. Greg Gillum, Hinkle Director of Human Resources, is responsible for the business's compliance with this guidance and any other guidance provided. Hinkle encourages employees to identify and communicate potential improvements and/or concerns to the Healthy at Work designated officer or management.

¹ <https://govstatus.egov.com/ky-healthy-at-work>