

**BEAR CONTRACTING LLC & BEAR UTILITIES LLC  
COVID-19 EMPLOYEE PLANNING DOCUMENT**

**PURPOSE**

Bear Contracting LLC. and Bear Utilities LLC., hereafter collectively referred to as “The Company,” has been closely monitoring the COVID-19 outbreak. While there are no confirmed cases in West Virginia currently, we are taking the initiative to be proactive in the fight against COVID-19. We encourage all employees to follow guidelines provided by the Centers for Disease Control and Prevention ([www.cdc.gov](http://www.cdc.gov)). The Company operations will be functioning as usual, but actions are encouraged to lessen health and safety risks to our employees. We highly encourage employees whose job duties allow it, to contact their supervisor and coordinate plans so that you may temporarily work remotely effective immediately.

**HUMAN RESOURCE PLANNING DURING COVID-19 CRISIS**

To help reduce the spread of COVID-19 among our workforce, the Company implements the following temporary policies for the duration of the COVID-19 crisis:

1. Employees that have a fever, or other symptoms, cannot come to work. Because the virus could still spread even after symptoms subside, employees should contact their supervisor and remain home for fourteen days after the onset of symptoms. Supervision and Management are encouraged to address concerns with employees and are empowered to direct an employee to leave work if an employee is not following this policy.
2. Employees directly exposed to a confirmed case of the disease should contact their supervisor and self-quarantine and not return to work for fourteen days.
3. Employees that may have been exposed via travel in an area with a known COVID-19 outbreak should closely monitor their health and take extra precautions to avoid the possible unknowing spread of the disease, such as avoiding close contact with others and frequent handwashing. Upon returning home after traveling, employees should contact

their supervisor for instructions prior to reporting to work.

4. Employees with suspected symptoms are encouraged to seek testing as instructed by health authorities or by medical providers.
5. Management and Supervision are encouraged to be flexible with employees suffering adverse impacts to community efforts to stop the disease. For example, if a school system is closed for an extended period of time or if the employee is primarily responsible for the care of an elderly parent, the Management and Supervision are encouraged to work with the employee to mitigate the foreseeable impacts caused by the effort, including with remote work options, a modified work schedule, or temporary reassignment of duties.
6. The Company will consider steps taken by the West Virginia Governor in determining whether to close offices, limit public access, or modify work schedules or operations.
7. Employees who are within the “at-risk” class of individuals may voluntarily disclose their “at-risk” status and discuss temporary modified work duties with his or her Manager to mitigate personal exposure to the disease. Any managers and supervisors who are advised by an employee of their “at-risk” status are instructed not to inquire as to the underlying medical condition that forms the basis of such status. Examples of temporary modified duties may mean limiting exposure to the public by reassigning duties, limiting work-related travel, and/or limiting required meeting attendance by allowing participation via telephone. It should be noted that any modifications made at this time are temporary in nature and will only be in effect for the duration of the COVID-19 crisis.
8. In the event that you are temporarily permitted to work from home during the COVID-19 crisis, you should note that this accommodation is because of the extraordinary situation in which we find ourselves in the COVID-19 crisis. All employees should understand that if you are working remotely it will be for a temporary period. The company understands that you might not be able to perform all of your essential job functions during this temporary period because you will be working remotely. Such temporary modifications can be implemented where it is deemed appropriate by management during the COVID-19 crisis.
9. Employees with questions about COVID-19 should consult their health care provider or call the State’s 24/7 COVID-19 hotline: 1-800-887-4303. General information is also



available from the West Virginia Department of Health & Human Resources at [www.coronavirus.wv.gov](http://www.coronavirus.wv.gov).

10. Employees found to be taking advantage of the public health situation for their own personal gain or to fraudulently avoid regular employment duties may be subject to employee disciplinary action, up to and including dismissal.

### **PREVENTATIVE TIPS**

Here are tips recommended by the Center for Disease Control:

1. Clean your hands often
  - a. Wash hands often with soap and water for a minimum of 20 seconds
  - b. If soap and water are unavailable, use hand sanitizer that contains at least 60% alcohol
  - c. Avoid touching your eyes, nose and mouth
2. Avoid close contact
3. Stay home if you are sick
4. Cover coughs and sneezes
  - a. Cover your mouth and nose with a tissue or use the inside of your elbow when you cough or sneeze
  - b. Throw away used tissues
  - c. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are unavailable, use hand sanitizer that contains at least 60% alcohol
5. Wear a facemask if you are sick
  - a. If you are not sick, you do not need to wear a facemask unless you are caring for someone who is sick.
6. Clean and disinfect
  - a. Clean AND disinfect frequently touched surfaces daily.
  - b. If surfaces are dirty, clean them

You can visit <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html> for more tips and disinfection guides. Please contact the office by telephone at (304) 326-0160 or by email at [mreppert@bear-contracting.com](mailto:mreppert@bear-contracting.com) for questions or additional information.

