



PREVENTING COVID-19 IN THE WORKPLACE

I. OBJECTIVE

The purpose of this policy is to ensure the safety of NewFields staff¹, contractors, clients, and community by preventing infection and spread of Coronavirus Disease 2019 (“COVID-19”) in NewFields offices, client offices/sites, and fieldwork sites. NewFields staff and contractors are expected to abide by this policy. Violations of this policy can result in consequences up to and including termination of employment or contract (in the case of contractors). Employees and contractors are also expected to report any known or perceived violations of this policy to their NewFields project manager, supervisor, or anyone listed in the “Contact Information” section of this policy. NewFields prohibits retaliation of any kind against any employee or contractor who, in good faith, reports violations or perceived violations of this policy. NewFields will not reprimand, penalize, or otherwise retaliate against an employee or contractor for such protected activity. If an employee or contractor feels that he or she has been retaliated against for opposing or reporting such conduct or for participating in or cooperating with an investigation into such conduct, he or she should promptly report such actions to anyone listed in the “Contact Information” section of this policy or to the NewFields Ethics Committee.

NewFields is dedicated to doing its part to protect its employees, contractors, and clients by taking all steps that may prevent further spread of the COVID-19 virus and future up-ticks in infection rates. The guidance and expectations set forth in this policy are intended to be permanent and should be followed until and unless this policy is revised or revoked.

II. BACKGROUND

The safety and well-being of NewFields staff, contractors, clients, and community is of paramount importance at all times, but especially during the COVID-19 virus pandemic. COVID-19 is a viral disease caused by the Severe Acute Respiratory Syndrome Coronavirus (SARS-CoV-2). First discovered in China, it has spread to most countries around the world. Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell, although different variants of COVID-19 may have different symptoms. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as “asymptomatic cases”, have experienced no symptoms at all. According to the United States Centers for Disease Control and Prevention (CDC), symptoms of COVID-19 may appear in as few as two days or as many as 14 days after exposure.

III. PREVENTING INFECTION AND SPREAD OF COVID-19

NewFields staff and contractors must follow these protocols:

- Business or personal travel should be taken only where you understand what restrictions might apply to your plans. Some countries or U.S. states will require pre-arrival testing, quarantine or portal registration upon entrance or re-entry. NewFields expects all staff and contractors to follow applicable law. If you are required to quarantine due to your travel itinerary, you must do so.
- Practice good hygiene by washing hands thoroughly and frequently with soap and water or alcohol-based hand

¹ NewFields staff includes both employees and Members (often referred to as “Partners”).



sanitizer with 60-70% alcohol content (check expiration date to ensure alcohol content does not fall below 60%).

- Practice social (physical) distancing techniques such as remaining out of public settings, avoiding large gatherings, and maintaining (approximately 6 feet or 2 meters) from others when possible.
- Wear a mask when in public settings² where required by law or a NewFields or client policy, including at a client site or to perform fieldwork. The mask must *at a minimum* meet CDC Guidelines, which are summarized in Exhibit 1. For more information on face masks, see Section IV of this policy.
- Work only at your own desk or workspace and do not share desks or workstations with others.
- Where equipment must be handled by more than one person (i.e. copiers, printers), all touch-spaces should be wiped down between use. NewFields also encourages staff to wash hands following handling shared equipment, materials, handrails, door handles, etc.
- Wipe down your desks, computers, and office supplies with alcohol or other disinfecting wipes, daily. High touchpoint surfaces such as door handles should also be wiped down throughout the day.
- Do not report to work if you exhibit *any* symptoms of illness. Guidance regarding required isolation due to COVID-19+ diagnosis or quarantine due to exposure to COVID-19 changes frequently; the most up-to-date requirements are attached hereto as Exhibit 2. If you exhibit the traditional symptoms of COVID-19, you should also contact your healthcare provider for further guidance.
 - The CDC has identified the following as symptoms of COVID-19: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. For an up to date symptoms list visit: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Follow your POD or office's policy regarding COVID-19 mitigation, as well as any state or local laws that apply to your area.
- NewFields is committed to keeping its staff and contractors safe, but we do not know your personal circumstances. If your work requires you to leave home but your personal health situation is such that your doctor, published CDC advisories,³ or your local authorities recommend that you stay at home, please contact the Human Resources Department.
- Ensure that all NewFields contractors (and any sub-subcontractors) have a copy of this policy.
- Inform your NewFields supervisor and/or project manager if you believe you are unable to report to work or perform the services for which you have been employed or contracted due to the requirements of these protocols.

² "Public settings" include all outdoor and indoor areas where you encounter (or might encounter) others at a distance of less than 6 feet.

³ The CDC has published special advisories for older adults, people with medical conditions, and pregnant or recently pregnant people. Those advisories can be found at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>.



IV. USE OF FACE MASKS

The CDC continues to study the spread and effects of COVID-19 across the United States. Studies indicate that a significant portion of individuals with coronavirus lack symptoms (“asymptomatic”) and that even those who eventually develop symptoms (“pre-symptomatic”) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms.

Current CDC guidance regarding selection and wearing of masks can be found in Exhibit 1 to this policy. In addition, NewFields staff are expected to follow all state or local mask mandates as well as local NewFields office or client policies regarding masks.

NewFields recommends the following when considering the use of face masks:

- Select a face mask type and size that will fit your face properly and cover both your nose and mouth while allowing you to breathe comfortably.
- Wash your hands thoroughly before handling the face mask or touching your face.
- Be sure to secure the mask to your face properly.
- Avoid loose fitting masks or materials, if possible, as this may lead to the mask or covering slipping down your face.
- Resist the temptation to bring your hands to your face to adjust or reposition the mask or covering as this may bring your unwashed hands in contact with your eyes, nose or mouth.
- Wash your hands thoroughly before removing your mask.
- Wash and dry the mask frequently if it is made of a washable material. If not washable, you should take other steps to de-contaminate the mask.
- Store the mask in a clean environment such as a resealable bag or baggie.
- Do not reuse the mask if it has become damaged, wet, or makes breathing difficult.
- If you are provided a mask by NewFields, you may choose to wear the one provided or one of your own choosing, as long as it meets the guidelines listed above.

V. WHAT TO DO IF YOU BELIEVE YOU MAY HAVE OR HAVE BEEN EXPOSED TO COVID-19

If you are experiencing symptoms of COVID-19, you should contact your healthcare provider, follow the provider’s instructions, and do not report to work during the time you are experiencing such symptoms. In addition, all NewFields employees and contractors must self-isolate according to the guidelines set out in Exhibit 2. Similarly,



if you have come into close contact⁴ with an individual who has COVID, you should quarantine according to the guidelines set out in Exhibit 2. If you are able, you may tele-work during this time but are not required to work while you are ill.

In addition, if you are COVID positive or presumed positive, you must inform NewFields Human Resources Department if you were in close contact with any NewFields employees, contractors, or business partners, or were present at a NewFields client site, in the two days prior to the date that you first exhibited symptoms or two days prior to the date on which you took your first COVID-positive test if you are asymptomatic. If you are presumed to have COVID-19 by a healthcare provider or have tested positive for COVID-19, you will be asked to complete a COVID-19 Potential Contact Form. (See Exhibit 3.) Information regarding your COVID-19 diagnosis or exposure will be kept as confidential as possible but may be disclosed if required by law or otherwise needed for contact tracing.

See the attached Preventing COVID-19 in the Workplace Chart at Exhibit 4 for further details regarding what to do if you believe you may have or have been exposed to COVID-19.

VI. SHELTER-IN-PLACE/STAY-IN-PLACE LAWS & REGULATIONS

NewFields staff and contractors are expected to abide by all applicable federal, state, and local laws, including those regarding shelter-in-place and/or stay-in-place. If there is such a mandate in the area where you live or into which you must travel for work, you must inform NewFields and only proceed if your work is an exception to the applicable mandate. If you are in doubt, contact your NewFields project manager, the Legal Department, or the Health & Safety Manager before proceeding.

If you must leave home for an essential work-related reason, you must contact the Legal Department beforehand for a letter exempting you from any applicable shelter-in-place mandates.

VII. LOCAL WORKPLACE PLANS

Each POD has developed a Local Workplace Plan that outlines specific expectations and requirements for the local POD or office. Please contact your POD President for a copy of your local Workplace Plan. PODs must consider all reasonable concerns from vulnerable individuals, including requests to work-from-home or to avoid certain worksites where a risk of COVID exposure may be increased. Any such requests that have not already been made to the HR Department must be shared with the HR Department and the HR Department will ensure that the concern is handled appropriately.

VIII. WORKPLACE CLEANING AND DISINFECTING

NewFields' workplace cleaning will continue to be conducted on regularly scheduled intervals by existing commercial or building management cleaning arrangements. In addition, the CDC also recommends disinfecting frequently touched surfaces by using [EPA-registered household disinfectant](#). Follow the instructions on the product

⁴ "Close contact" means any of the following: (1) contact within 6 feet for a cumulative total of 15 minutes or more over a 24 hour period starting from two days prior to illness onset (or two days prior to test specimen collection for asymptomatic patients) until the time that the patient is isolated; (2) having direct contact with infectious secretions such as being coughed or sneezed on; (3) providing care at home to someone who is sick with COVID; (4) having direct physical contact with a person who has COVID i.e. hugging or kissing); (5) sharing eating or drinking utensils with someone who has COVID.



label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for a period of time (see product label). Precautions such as wearing gloves and making sure there is good ventilation during product use. See NewFields HSE SOP 13 Hazard Communication for additional guidance on product use and storage.

OSHA requires employers to provide a workplace which is free from recognized hazards that are causing or likely to cause death or serious harm. The CDC also advises that steps be taken to mitigate possible spread of COVID when a COVID positive or presumed positive Team Member has been present at a NewFields office. These steps can range from a targeted deep cleaning to full office closure. It is difficult to set a rule regarding when deep cleaning or office closure is required, given the different levels of possible contamination. Office administrators should use best judgment in making these decisions, and should follow CDC guidance that can be found here: [Cleaning and Disinfecting Your Facility](#) (see chart on “Cleaning and disinfecting your building or facility if someone is sick.”)

IX. FIELDWORK

Much of NewFields’ work that takes place on client sites or out in the field (“fieldwork”) is considered essential by local governments, as well as the federal government. Therefore, such work can often still be performed when there are shelter-in-place type mandates in effect. However, whether or not such a mandate is in effect, NewFields expects its staff and contractors performing fieldwork to follow the guidelines in BP-4 Field Work and Infectious Disease attached to NewFields Infectious Disease Manual as Attachment B.

X. POLICY UPDATES

This policy may be updated at any time via email. Since issues related to COVID-19 are evolving quickly, it is the responsibility of NewFields staff and contractors to stay informed by checking and reading email frequently. Staff should forward any contractor-related updates to contractors on their projects.

CONTACT INFORMATION

Contractors and subcontractors: contact information for NewFields’ Human Resources Department, Legal Department or COVID Response Team is available from your Project Manager or supervisor.



CERTIFICATION

I have read NewFields Preventing COVID-19 in the Workplace Policy ("Policy") and I agree to abide by that Policy.

Date: _____

Name: _____



CDC MASK RECOMMENDATIONS

Current CDC guidance on using masks to slow the spread of COVID-19 can be found [here](#).

In summary, people, including children over the age of 2, should wear a mask in indoor public settings if they are not vaccinated, are fully vaccinated⁵ and in an area with substantial transmission, or are fully vaccinated with a weakened immune system. Generally, masks are not necessary in outdoor settings, although may be advisable in crowded outdoor settings and for activities that involve close contact with others who are not fully vaccinated.

The CDC also suggests the following with respect to masks:

- Choose a mask that
 - fits snugly over your face (without gaps)
 - is made with multiple layers.
 - contains a nose wire that can be bent over the nose for a better fit
- Use a mask fitter or brace over a disposable or cloth mask to prevent air from leaking around the edges
- Due to fit issues, people with beards should consider trimming the beard close to the face, or wear a disposable mask under a cloth mask or a mask fitter or brace.

⁵ “Fully vaccinated” means two weeks after the second dose of the Pfizer or Moderna vaccine or after the first dose of the Johnson & Johnson vaccine.



QUARANTINE AND ISOLATION GUIDANCE

COVID+

No office access or travel.

The date of test (if asymptomatic) or date of first symptoms is Day Zero.

Everyone, regardless of vaccination status.

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
- Continue to wear a mask around others for 5 additional days.

If you have a fever, continue to stay home until your fever resolves.

If at any point you have an active fever, you must complete your isolation period AND go 24 hours without a fever (unassisted by fever reduction medication).

We do not require evidence of a negative test to return to work after the quarantine period; however, if you are working on a client site, they might require a recent negative test. Please do whatever the client requires of you.

Exposed to COVID+ via close contact or direct exposure (i.e. being coughed on)

(Close contact is contact within 6 feet of someone for a cumulative of 15 minutes over a 24 hour period; close contact is not affected by whether either or both parties were wearing masks).

If you:

Have been boosted
OR
Completed the primary series of Pfizer or Moderna vaccine within the last 6 months
OR
Completed the primary series of J&J vaccine within the last 2 months

- Wear a mask around others for 10 days.
- Test on day 5, if possible.

If you develop symptoms get a test and stay home.

If you:

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted
OR
Completed the primary series of J&J over 2 months ago and are not boosted
OR
Are unvaccinated

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
- If you can't quarantine you must wear a mask for 10 days.
- Test on day 5 if possible.

If you develop symptoms get a test and stay home

We encourage anyone who has been a close contact to work from home, if possible, rather than going into NewFields or client offices/sites during the 5-10 day period during which masking is required.



	We do not require evidence of a negative test to return to work after the quarantine period; however, if you are working on a client site, they might require a recent negative test. Please do whatever the client requires of you.
COVID-like Symptoms	Any employee, vaccinated or not, who exhibits symptoms of COVID must quarantine for 5 days from the onset of symptoms (with first day of symptoms being Day Zero) or until they receive a negative test result from a test taken 5 days after onset. Even if they are COVID negative, however, employees who are sick with any type of illness should stay home.

COVID-19 POTENTIAL CONTACT FORM

NewFields will not share your name or any other personally identifiable information when it warns those with whom you may have been in contact about their potential exposure. **For that reason, we also ask that you not put your name anywhere on this form.**

For the questions below, please answer to the best of your ability with respect to your NewFields' work (use anything you can to remind you of where you have been, such as looking at your calendar). We also encourage you to communicate with those in your community about their potential exposure to COVID-19.

Approximate date you began to feel symptoms or illness (write "no symptoms" if applicable): _____

<p>List all NewFields offices in which you were physically present over the 2 days prior to when you began to feel symptoms (or before the date of your first COVID positive test if no symptoms) and the dates during which you were present.</p>					
<p>List all client sites/offices in which you were physically present over the 2 days prior to when you began to feel symptoms (or before the date of your first COVID positive test if no symptoms) and the dates during which you were present.</p>					
<p>List all NewFields employees, clients, contractors, or business partners with whom you came into close contact over the 2 days prior to when you began to feel symptoms (or before the date of your first COVID positive test if no symptoms) and the dates on which you came into contact with them.</p> <p>Close contact means any of the following: (1) contact within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period starting from two days prior to illness onset (or two days prior to test specimen collection for asymptomatic patients) until the time the patient is isolated; (2) having direct contact with infectious secretions such as being coughed or sneezed on; (3) providing care at home to someone who is sick with COVID; (4) having direct physical contact with a person who has COVID (i.e. hugging or kissing); or (5) sharing eating or drinking utensils with someone who has COVID.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: left;">Name</th> <th style="width: 30%; text-align: left;">Date of last <i>close contact</i>?</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"></td> <td></td> </tr> </tbody> </table>	Name	Date of last <i>close contact</i> ?		
Name	Date of last <i>close contact</i> ?				
<p>List all conferences, training programs, client dinners, or the like that you participated in over the 2 days prior to when you began to feel symptoms (or before the date of your first COVID positive test if no symptoms) and the dates on which you participated.</p>					
<p>Tell us anything else about your contacts with others over the 2 days prior to when you began to feel symptoms (or before the date of your first COVID positive test if no symptoms) that you would like us to know.</p>					
<p>To your knowledge, have you been in close contact with a COVID-positive or presumed positive person outside of work (family member, personal friend, etc.) in the 14 days prior to your diagnosis or positive test result? If so, when? (list all dates of close contact as defined above). If you live with someone who has COVID, note "continued contact" unless that person has been able to isolate within the home)</p>					
<p>To your knowledge, have you been in close contact with a COVID-positive or presumed positive person in connection with work (colleague, client, etc.) in the past 14 days prior to your diagnosis or positive test result? If so, when?</p>					



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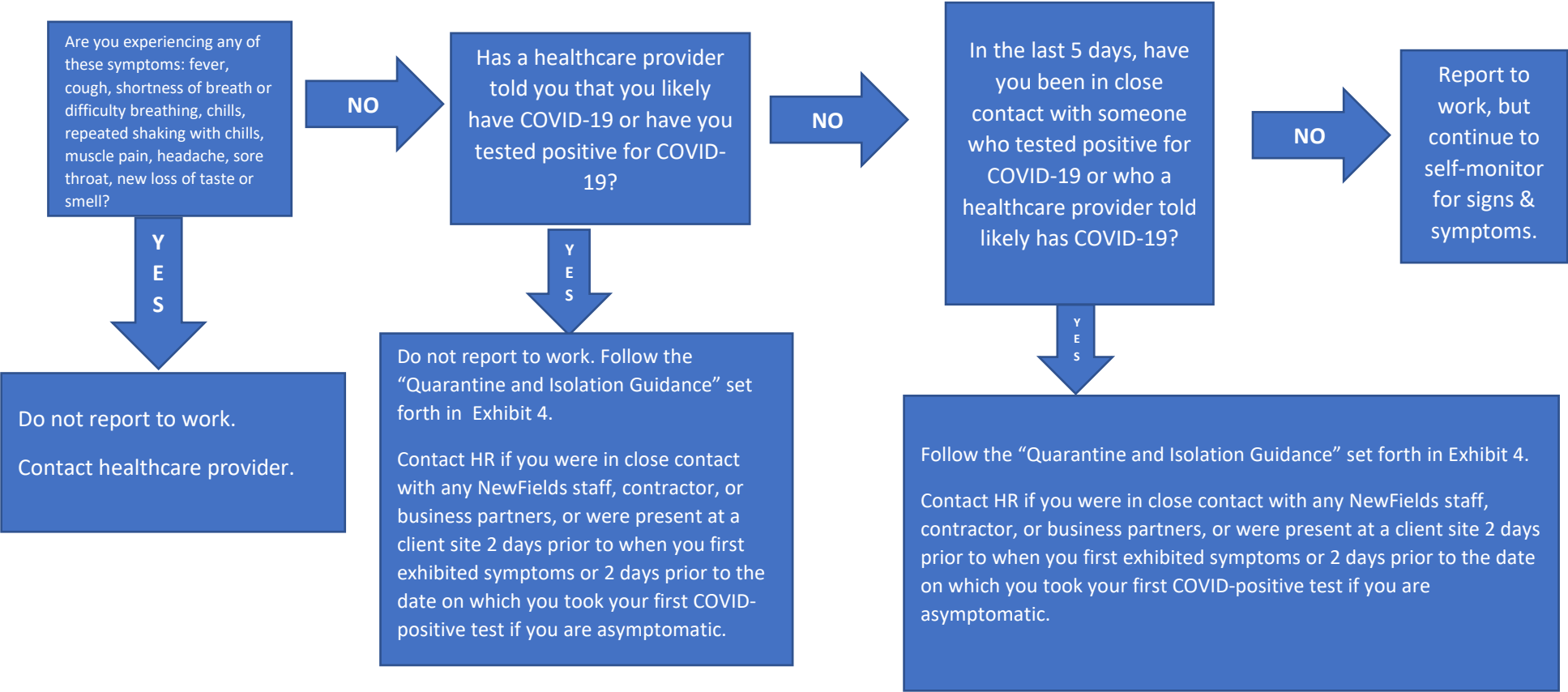


EXHIBIT 4