



Our team has been diligently monitoring the status of COVID-19 and updating our response plan as necessary. Enclosed, you will find the **COVID RESPONSE POLICY REV 2 032320**. This policy is effective immediately and supersedes any previous revisions.

The changes from Revision 1 are listed below:

1. Rearranged sections to be more fluid, remove contradictions and be easier to follow and implement.
2. Added the WMI Essential Employee Memo from Mike Testani, dated March 22, 2020.
3. Added a section for onboarding procedures for all rotational employees. This section now applies to all field employees. The changes include requiring the questionnaire and temperature readings for all employees returning to and working on sites or vessels.
4. Added specific guidelines for disinfection, including items arriving on site.
5. Added guidelines for cafeteria employees and changes to meal service.
6. Added guidelines for employee's family who test positive for COVID-19.
7. Modified the travel guidelines to remove contradictions. All elective business travel is prohibited.
8. Modified sick leave to reflect hourly union employees.
9. Modified questionnaire procedures.
 - a. If an employee answers yes to any question, Contact Risk Management and Dr. John. Wait for further instructions before allowing the employee access to the site.
 - b. Employees shall not complete their questionnaires. The person assigned to conduct the health screening shall ask the employee the questions and complete the form for them.
 - c. Removed the signature requirement from the employee.
10. Modified Weeks Covid-19 Screening Questionnaire.
 - a. Changed name from Pre-Travel Questionnaire.
 - b. Modified the 5th question regarding medication.
 - c. Removed the signature option.

If you have any questions regarding the policy changes, please reach out to Mike Pickeral or Anthony Krake.

