



5 March 2020

Personal Travel Safety Policy – Coronavirus Disease 2019 (COVID – 19)

Policy:

Covid-19, and the current concerns of community spread, has raised novel issues for us and many other businesses. As always, the health and well-being of our employees is of utmost importance to us. So, while the situation is very fluid and the CDC recommendations are evolving, we are moving forward with a policy and preparedness efforts based on what we know today. We will continue monitoring the situation and looking to experts to guide our decision-making, and we expect that policies and procedures may continue to change as the situation evolves.

Please keep an eye out for communications on this topic.

Effective immediately, we are implementing the following travel policy:

Notification:

All employees are required to report any planned personal international travel prior to traveling, including the dates of travel and the cities which will be visited. The notification form is available on Bullseye under Human Resources → HR Announcements. All forms must be completed and submitted one week prior to departure.

Notification Process:

Each Travel Notification Form will be reviewed by management. Employees will receive notification of suggested action to be taken by employee regarding travel.

Guidelines:

CDC Level 2

- Employees are strongly discouraged from traveling to any country in which there is a CDC Level 2 warning. Currently, the following countries have a CDC Level 2 warning: **Japan**.

CDC Level 3

- Employees should not travel to any countries in which there is a CDC Level 3 warning. Currently, the following countries are included: **China, Iran, Italy, and South Korea**. New countries are being added on a regular basis.

Upon return from travel to CDC Level 2 & 3 locations:

- If you travel to any country in which there is a CDC Level 2 or 3 warning, you are not able to return to your project site or office until 14 days after your return to the United States. GLDD will require a medical return to work slip from your doctor prior to you returning to a company location or project site. You will be required to utilize your annual sick leave or vacation during this period. Requests to work from home through the 14 day incubation period will be individually assessed and must be approved by EVP Kyle Johnson for Dredging staff and CFO Mark Marinko for corporate staff.

Note: This Personal Travel Policy applies across GLDD but there will be other specific policies and procedures related to business travel and other potential risks forthcoming.

Please understand that GLDD is only looking out for the best interest of you, your colleagues and our business partners. The health and safety of all GLDD employees is our top priority.

Please reach out to Human Resources at hr@gldd.com with any questions or concerns.