



Pandemic Response Return to Work Plan

Phased-in Approach

MER's #1 objective continues to be the Health & Safety of our employees and their families. Our guiding principles:

- Ensure the safety of our employees
- Reduce the risk of virus transmission within MER and subsidiary offices and resource centers
- Provide Health & Safety guidance and protocols, and ensure that they are understood and followed by all employees
- Promote the continuity of operations
- Foster a spirit of personal responsibility to continue to limit the virus' impact on our organization and our employees.

Phase 1

- 'Offices' closed with limited exceptions. Critical employees (operations/field) reporting to work with strict safety precautions.
- Conditions:
 - Pandemic declared
 - Stay-at-home orders in effect in many areas

This phase allows for critical work to be done to ensure business continuity, minimizes risk of transmission during peak of crisis, and aligns with government restrictions (as critical infrastructure, we are not required to adhere).

Current Phase for most MER and subsidiary locations as of March 2020

Phase 2

- Partial 'Office' reopening with limitations in place to prevent communicable disease transmission.
- Conditions:
 - National, state, municipal stay-at-home orders reduced or rescinded
 - Relevant geographic area is seeing decline in cases
 - No confirmed cases of virus infection among employees
 - *Density of office population is considered.

This Phase could be long and will be strongly monitored. Staff who prefer to return to the office may do so*, adhering to measures contained in the Health & Safety Return to Work Guide.

**Corporate hub locations may have staggered shifts, and other scheduling parameters to ensure social distancing.*

Phase 3

- Full 'Office' reopening
- Conditions:
 - Federal, state and municipalities declare opening of 'non-essential' businesses (***Note: MER activity meets the determination of Essential Worker. Federal regulations, guidance, and protocols serve a benchmark for Company decisions.***)
 - Substantial decrease in cases in geographic area
 - No confirmed cases of virus infected employees.

- In this Phase, employees may still need to follow Health & Safety Guidance, including but not limited to:
 - ✓ Wearing of face coverings
 - ✓ Social distancing
 - ✓ Maximum capacity in common areas
 - ✓ Enhanced cleaning and sanitization measures in personal space and common areas.
- If employees and managers agree that it is preferable and reasonable for an employee to continue with a telecommuting/remote work arrangement, they must contact HR for details of the MER Teleworking Remote Work Policy.

Reversal of Office Status

- An office could go from partial opening (Phase 2) or full opening (Phase 3) back to Phase 1 at any time if **any one** of the following conditions occur:
 - Federal, state or local government reissues stay-at-home order due to worsening conditions in that area; OR
 - An office employee is confirmed with a case of the virus and has been in the office or in contact with other employees.

Returning workers should expect that while the situation continues to evolve, an immediate return to a prior phase or 14-day stay-at-home order could be issued at any time. Our goal remains to protect our employees' health and safety. Additional measures may be taken to ensure the reduced exposure of transmission for crews performing critical essential work the continuity of business for the organization.