

March 21, 2020

Dear DMH Employees,

As you all know, the COVID-19 virus is having an unprecedented dramatic impact on our lives, businesses and the economy. Our highest priority at DMH Electric, is the safety and well-being of our employees, their families and our customers. The office staff is monitoring the U.S. Center of Disease Control website and following local and state protocols.

Our goal is to continue to keep the business running for as long as we can safely work at job sites, and for as long as state officials allow us to. So far, only Boston has been shut down for construction in Massachusetts to date. That is subject to change at any time. We're doing everything we can to relocate staff to other jobs wherever possible to keep everyone working. Unfortunately, it may become necessary to reduce our working hours due to job sites closures. If your hours have been reduced, we encourage you to use accrued Paid Time Off. It is possible that we could be forced to stop work temporarily if the state mandates a shelter in place order. So far, the governor is saying that is not necessary.

If you have been in contact with somebody who's been infected, you should notify your manager immediately. You may need to be self-quarantined. We're currently reviewing our sick and leave policies as well as the Families First Coronavirus Response Act that was just signed this past week. We will communicate any temporary changes.

We cannot stress enough the importance for all employees to continue taking the following steps in helping to stop the spread of this virus:

- If you are feeling sick or experiencing any respiratory or flu like symptoms stay home.
- Practice safe social distancing from others, limit gatherings while at work, and use telephone whenever possible in lieu of face to face meetings.
- Shield coughs and sneezes with tissue, elbow or shoulder. Do not shield with hands.
- Wash hands often with soap and water or use alcohol-based sanitizer, particularly after coming in contact with "high touch" areas such as door handles, banisters, railings, levers on toilets, telephones, elevator buttons, and other surfaces frequently used by the public.
- Do not shake hands.
- Refrain from touching your face, particularly nose, mouth, and eyes.
- Avoid people who are coughing or sneezing.

- Avoid locations where there are crowds or even groups of people in a small space. For example, avoid whenever possible elevators, public transportation, face to face meetings, theaters, and restaurants.
- Please do not visit the office unless it's absolutely necessary.

This situation is evolving rapidly, and we will continue to communicate throughout. We will continue to take whatever actions necessary to protect our employees and their families.

Below are resource links for more information regarding the Coronavirus.

<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

<https://www.mass.gov/resource/information-on-the-outbreak-of-coronavirus-disease-2019-covid-19>

In the event of a layoff, you should contact unemployment immediately.

<https://www.mass.gov/applying-for-unemployment-benefits>