

February 4, 2021

Subject: Internship Flexible Work Plan – Northern California

Dear Summer Interns:

First off, I wanted to reach out and let you know our Hensel Phelps Northern California internship program is moving forward as scheduled and we are very excited and looking forward to your arrival at your assigned projects. This is an unprecedented time and everyone here at Hensel Phelps is adjusting to a “new normal” in our professional and personal situations.

In order to prepare you for internship I wanted to take a moment to remind you of the guidelines Hensel Phelps has put in place to keep our employees safe during the COVID-19 outbreak; please make sure you understand and follow the below protocols:

1. **CDC Guidelines** - Follow the most up-to-date guidelines set forth by the Center for Disease Control (CDC) which can be found at www.cdc.gov.
2. **Illness, Quarantine and Sick Leave** – If you feel any signs of illness, or have a fever or cough, stay home, notify your direct supervisor and follow these guidelines from the CDC. Any employee who has tested positive for COVID–19, has been in close contact with someone who has tested positive for COVID–19, or has a family member that lives with them who has tested positive for COVID–19, must self-quarantine and cannot report to work for at least the 14-day quarantine period as recommended by the CDC. Additionally, for the employee to return to work, they must be symptom free and fever free for 72 hours without the use of medication.
3. **Personal Travel** - Employees should carefully consider the risks of travel before embarking on any personal travel. Given the risks, the Company discourages employee personal travel at this time. If you do choose to embark on personal travel, you should avoid any travel to what the U.S. Centers for Disease Control (C.D.C.) refers to as “Level 3 countries.” Please check the most current list as it is frequently updated by the CDC. Any travel to a Level 3 country must be reported to your Operations Manager, General Superintendent, Chief Estimator, Department Head or District Manager. This includes your return from any Level 3 country within the past 14 days and all planned future travel. If you or a household member returns from a Level 3 country, you will not be permitted to return to work for at least 14 days, and only after you are symptom free and fever free for 72 hours without the use of medication.

In addition to the protocols listed above, I want to outline additional information below that will help you understand what to expect during your summer internship:

1. **Housing** – If you have chosen Hensel Phelps provided housing for the summer, your project coordinator will be updating you concerning these living arrangements. Please be advised that the typical living arrangements are 2 or 3 bedroom apartments and will include shared common spaces and restrooms. Please be mindful and respectful of the current situation and practice good hygiene and cleaning procedures.
2. **In the Office** – Interns will be expected to report to the project each day. Hensel Phelps will take measures to maintain the CDC guidelines and recommendations to ensure a safe workplace. This will include many different measures:
 - a. Seating arrangements that maintain safe distance and/or separation guidelines
 - b. Utilizing face masks when in the office
 - c. Increased frequency of cleaning (both general and wiping down of surfaces)
 - d. Utilizing virtual meeting technology and limiting in person meetings when practical; no group meetings larger than 10 individuals will be permitted and group meetings will adhere to distancing policy.
 - e. Flexible work plans to address those individuals who have concerns with underlying health conditions, compromised immune systems, or may have family members that fall into a high risk category.
3. **Intern Events** – A great tradition of the Hensel Phelps summer internship program has always been the social events that take place throughout the summer. Whether it is the jobsite tour and baseball game or the BBQ and river float, these events have always been a chance to meet fellow intern, mingle with Hensel Phelps employees and spend time getting to know more about one another in a place outside of the office. Given the current circumstances, we have decided to forgo the major summer intern events. Each project and jobsite coordinator will oversee planning of social events at the project level and will be encouraged to do so as long as the CDC guidelines and above protocols are maintained.
 - a. **Flexible Intern Events**
 - i. **River Float (Outside Venue)**
 - ii. **Socially Distanced Project Wine Tasting**
 - iii. **Socially Distanced Project Spirit Tasting**
 - iv. **Golf Tournament**

We hope you and your families are keeping safe during these trying times. Please know we are here to answer any questions or concerns you have. Please feel free to give me a call anytime if you wish to discuss this issue further.

Sincerely,

OMFE Project Manager