

## **Memorandum**

**To:** TPA, TPR, TPT, & MMM Employees

**From:** Human Resources

**Date:** 12/22/2021

**Re:** OSHA's COVID-19 Emergency Temporary Standard (ETS) – Proof of Vaccination or Weekly Testing beginning February 9, 2022

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### **COMPANY UPDATE**

TradePoint Atlantic and its subsidiaries (collectively, the Company) has a duty to provide and maintain a workplace that is free of known hazards and to safeguard its employees' health and safety. The Occupational Safety and Health Administration (OSHA) released an emergency temporary standard (ETS) requiring all employers with 100 or more workers to ensure and document 1) that all employees are fully vaccinated against COVID-19 or 2) that employees who are unvaccinated submit to weekly testing. The mandate was challenged in federal court and just this past weekend was upheld by a federal circuit court. This ruling may still be challenged and find its way in front of the Supreme Court. However, in the interim, the Company must take steps to comply with the February 9 testing due date.

While we understand that not all employees may agree with the vaccination mandate or wish to submit to weekly COVID-19 testing, the Company has an obligation to comply with all federal, state, and local government regulations.

### **NEXT STEPS – VACCINATION PROOF AND PREPARING FOR WEEKLY TESTING**

#### **Vaccination Proof**

In order to avoid weekly COVID-19 testing, OSHA requires employees to provide and employers to maintain a record (hardcopy or digital) of each employee's vaccination status. If you are fully vaccinated, you may voluntarily begin this process now by sharing with the Company a digital copy of your vaccination record. Vaccine records may be emailed to [vaccinationproof@tradepointatlantic.com](mailto:vaccinationproof@tradepointatlantic.com) or you may bring your card in a sealed envelope to the receptionist so that HR can scan it into our confidential record system.

If you do not have a record of your vaccination(s), you may obtain vaccination records from the following resources:

1. MyIR App — <https://app.myirmobile.com/>. Once someone registers and logs in, they can obtain proof of COVID-19 vaccination including the QR code.
2. My Chart — The various MD hospitals have documentation in the MyChart app > Menu > COVID-19 to download/export vaccination proof record.

#### **Weekly Testing**

Weekly testing must begin by February 9, 2022. Under the ETS, weekly testing is the responsibility of unvaccinated employees, but, in an effort to streamline the process, the Company is exploring the possibility of procuring tests that may be administered on-site.

### **COVID-19 VACCINES**

If an employee has not received a vaccine and wishes to do so, the Company will continue to provide paid time off to workers for the time it takes to get vaccinated (up to two hours per dose) and, if applicable, time to recover from side effects, if any. Employees are to work with their respective manager to schedule the necessary time off.

*The Company will voluntarily continue to pay employees for leave due to a positive COVID-19 diagnosis **if the employee can provide proof of vaccination**. Otherwise, employees must use their own sick time, if applicable, paid time off, or leave without pay if the employee has no other leave available.*

### **CONTINUED MASK REQUIREMENT**

All employees and guests are required to continue wearing a Centers for Disease Control and Prevention (CDC)-recommended face mask covering nose and mouth when gathering in conference rooms, when away from individual offices or workstations, while working closely (less than 6') outdoors with one or more individuals, and when travelling in company vehicles and mobile equipment with more than one individual.

### **CONTINUED REQUIREMENTS FOR UNVACCINATED STAFF**

Unvaccinated employees are required to continue masking-up when sitting/working in their office or workstation at all times, except when actively eating or drinking.

### **COVID-19 MONITORING & EXAMINING DATA**

TPA continues to monitor and assess federal (CDC), state (Maryland Department of Health) and local (Baltimore County Department of Health) government entities for transmission data and updated changes and recommendations for when to relax masking requirements.