

COVID-19 FAQs – March 19, 2020

We are taking precautionary efforts to prevent the spread of coronavirus (COVID-19) and to keep our employees and contractors **Safe + Sound**. The following FAQs were put together to help answer questions about how Fieldwood is responding to the situation based on the best available information. As the situation continues to evolve, we will update this resource.

COVID-19 FAQs

What are some basic facts about the Coronavirus?

The following are some basic facts about the virus from the CDC's website:

- The virus is thought to spread mainly from person-to-person:
 - Between people who are in close contact with one another (within about 6 feet)
 - Through respiratory droplets produced when an infected person coughs or sneezes
- The below list of symptoms may appear 2-14 days after exposure:
 - Fever (over 100.4 degrees F)
 - Cough
 - Shortness of breath
- If you develop emergency warning signs for COVID-19, call before going to the doctor's office, urgent care or ER. Medical professionals need to be prepared for your arrival. Emergency warning signs include:
 - Difficulty breathing or shortness of breath
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face

Note: This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

What are some basic precautions that I can take to be proactive in protecting myself and those around me from COVID-19?

Remaining calm, sticking to the facts, and practicing common preventative measures are our best defense. Here are some basic measures you can take:

- Educate yourself about proper hand washing and avoid touching your face, eyes and mouth. The CDC and local health authorities are good references to use.
 - [CDC Fact Sheet about Coronavirus](#)
 - [CDC Poster about Symptoms of Coronavirus](#)
 - [CDC Poster about Stopping the Spread of Germs](#)
 - [CDC Poster about What to do if you are sick](#)
- Utilize alcohol-based hand sanitizer in common areas.
- Ensure hard surfaces are sterilized on a regular basis per CDC guidelines. Ensure there is a focus on high-traffic areas and items like door handles and bathrooms.
- If you are sick, we encourage you to notify your supervisor and stay home. This will help prevent the spread of germs.
- Avoid traveling to countries with Level 2 and Level 3 CDC Travel Health Notices.

What is social distancing?

Social distancing increases the physical space between people to avoid the spread of an illness. Staying at least six feet away from others decreases your chances of catching COVID-19, or any other disease or infection. The CDC and White House recommends avoiding events or mass gatherings with more than 10 people, and suggests using restaurant and grocery delivery options when possible. Please continue to follow the social distancing guidelines outside of work hours. Your safety is critical, and social distancing will help flatten the curve.

I keep hearing the term “flatten the curve.” What does that mean?

“Flatten the curve” refers to using protective practices to slow the spread of COVID-19 so that hospitals have space, supplies and doctors for all patients that need care. On a graph, a rapid surge in patients is represented as a tall, narrow curve. If the same number of patients arrived at hospitals at a slower rate, the curve would flatten. The slower rate would put less stress on the hospitals and increase the number of supplies and doctors available at any given time.

General FAQs**Do we have a crisis plan in place?**

The company has activated a COVID-19 cross-functional Crisis Management Team that has broad authority to determine company policies, coordinate infection prevention measures, direct local Incident Management Teams and direct continuity of operations in full compliance with guidance provided by the CDC, and other federal and state authorities.

What happens if I’m quarantined?

Employees who are medically quarantined may be eligible for benefits under our short-term disability plan. Please contact your supervisor and Kira Debus, Benefits Manager at 713-969-1021 or Kira.Debus@fwellc.com. Field employees who may be quarantined on a Fieldwood location should refer to the Quarantine Policy and Isolation Policy.

Are the following considered FMLA qualifying events?

- School closures
- Quarantine
- Company closures

FMLA qualifying events are considered on a case-by-case basis. As a reminder, the following FMLA eligibility requirements will always apply: employees need to be employed by Fieldwood for at least 12 months as of the leave date **AND** during the 12 month period, employees must have worked 1,250 hours.

Contact Kira Debus, Benefits Manager, at 713-969-1021 or Kira.Debus@fwellc.com, if you have any FMLA related questions.

IT FAQs

Fieldwood Energy's IT team is equipped and ready to help you during this time with your IT needs. Should you need assistance with any IT related issues, please contact the IT Help Desk at 1-844-515-3254 or help@fwellc.com.

Reminder: If you are using internet-based applications, including the Employee Service Center or Outlook, you aren't required to access through Citrix. IT has circulated a number of guides. If you need a copy, please contact the IT Help Desk.

Building FAQs

Cousins Property (Houston) and Property One (Lafayette) are monitoring the situation closely and reviewing updates and guidance from the CDC, government authorities and relevant business associations. The buildings have scheduled more frequent cleanings, focusing on highly populated areas and touched surfaces. The buildings intend to notify all customer contacts within a building or campus if someone who is confirmed to have COVID-19, or who has been in close contact (as defined by the CDC) with someone who is confirmed to have COVID-19, is reasonably believed to have exposed any part of that building or campus.

Effective March 18, 2020, the Houston and Lafayette offices are closed for employees. All office employees are encouraged to work remotely.

If coming into the office is essential to your job duties, please obtain approval from your supervisor and VP. HR must be notified of all employees who will continue to report to the office.

Company Policies and Procedures

Fieldwood Energy's COVID-19 Policy will be posted on the Fieldwood [SharePoint](#) page, [SEMS Portal](#) and in the Fieldwood Energy [Employee Service Center](#). If you are unable to get to one of these sites and need the policy, any member of the HR team will be happy to provide it to you.

Additional Resources

Remember, federal, state, and local government agencies are the best source of information in the event of an infectious disease outbreak, such as COVID-19. Staying informed about the latest developments and recommendations is critical, since specific guidance may change based upon evolving outbreak situations.

For the most up-to-date information, visit the [COVID-19 Website](#)

For more information about COVID-19 in Louisiana: [Http://www.ldh.la.gov/coronavirus](http://www.ldh.la.gov/coronavirus)

For more information about COVID-19 in Texas: <https://www.dshs.state.tx.us/coronavirus/>

[SharePoint](#) (must be on the Fieldwood network)

[SEMS Portal](#)

[Employee Service Center](#)

[Teladoc](#)

"Send Word Now" is our employee notification system, a tool used to communicate important company information via text, call or email. Send your preferred contact information to Colleen Armstrong at 713-969-1141 or Colleen.Armstrong@fwellc.com to be sure you are enrolled in the system.