
From: Mike Heitmann
Sent: Thursday, March 26, 2020 3:03 PM
To: ZZComplete e-mail list
Subject: COVID-19 Update 3-26-20
Attachments: COVID-19 Event Response Plan REV 3-26-20 - CLEAN VERSION.pdf; COVID-19 Event Response Plan REV 3-26-20 - COMPARISON VERSION.pdf

Good afternoon, employee-owners:

Below is an update on our COVID-19 response. The first part is additional information and the second part contains answers to the questions that have been submitted.

ADDITIONAL INFORMATION:

- **Yvonne’s webinar** outlining the details of the 10-day Paid Leave and the 12-week (2/3 pay) benefits **is scheduled for 1:00 central time tomorrow**. You should have received a calendar invite.
- An updated copy of the **COVID-19 Event Response Plan** is attached. A clean version and a comparison version showing the changes from the last version are attached. If your owner would like to see a copy, please provide them the clean version. It is up to you whether you feel you need to redistribute it to people you have distributed it to previously. It may be easiest to just keep the latest version on hand to provide when requested.

QUESTIONS SUBMITTED:

1. **We have a subcontractor whose home office is in a “shelter-in-place” county. Is Garney going to provide an exemption letter that subcontractors can use in case they are questioned?**

ANSWER: The subcontractor should be able to provide a similar letter for their employees. You are welcome to provide our letter as an example.

2. **I saw on the news that my county only allows one person to leave the house to shop. With my kids out of school and my wife being at a greater risk to catch the COVID-19 because she is asthmatic, what do I do?**

ANSWER: We are unaware of any requirements where only one person can leave a house at a time. Hopefully you can find time to shop outside normal working hours. If this is not possible, the 2-week Paid Leave benefit is an option you can use.

3. **I see that most of these emails are about paychecks and benefits. However, I have some concerns. While we are considered essential, I do not know what steps my co-workers are taking to mitigate the risks of the virus. If I'm in a truck with a co-worker who is a prime risk candidate and is coughing all day, I feel I may become at risk. A majority of the field personnel live in RV parks and generally socialize with each other in the park. I do not know who my coworker is associating with or where they have been. May have been after work hours. What is the response team’s suggestion to lessen the chances of me getting the virus from anyone else on a job?**

ANSWER: We recommend following the CDC guidelines on how to prevent COVID-19 on and off the job site. These guidelines can be found [here](#). The updated COVID-19 Event Response Plan is attached and includes additional job site precautions you can take.

As always, please continue submitting your questions to covid19@garney.com – thank you!



COVID-19 EVENT RESPONSE PLAN

This plan details Garney's response to the COVID-19 outbreak. This plan provides specific details of the response under the guidelines of Garney's *Crisis Response Plan*.

EVENT DESCRIPTION

The Center for Disease Control (CDC) and the World Health Organization (WHO) have declared an infectious disease pandemic as a result of the COVID-19 outbreak. A pandemic occurs when a new influenza virus emerges for which there is little or no immunity in the human population, begins to cause serious illness and then spreads worldwide easily from person-to-person.

This pandemic will most likely have a major effect on our company, other businesses worldwide, and our national economy. Employee-owners could be absent because they are sick, must care for sick family members or for children if schools and day-care centers are closed, or are afraid to come to work.

This pandemic may be an extended event, with possible multiple waves of outbreaks in the same geographic area; each outbreak could last 6 to 8 weeks and may occur over a year or more. It is unlikely that our employee-owners will be free from potential exposure to the COVID-19 virus.

COMPANY RESPONSE

The primary objectives of Garney's response to this event are as follows:

- Protect employee-owners from contracting the COVID-19 virus in the workplace.
- Provide employees with additional financial and job security during this event.
- Develop procedures to minimize the impact to operations.

The following policies and procedures are being enacted:

WORKING ENVIRONMENTS:

- Salaried and Office-Hourly employee owners, who can perform their job from home, may work from home until notified otherwise. If you choose to do this, please inform your Supervisor. If you are unsure whether your job can be performed from home, please discuss with your Supervisor.
- When working at a Garney office or jobsite, please practice "social distancing" as best as you can. This consists of the following recommendations:
 - a) Avoid in-person meetings. Use online conferencing, email, or the phone when possible, even when people are in the same building.
 - b) Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least 6 feet apart.
 - c) Avoid shaking hands, hugs, or any physical contact.
 - d) Do not congregate in work rooms, break rooms, copier rooms, or other areas where people socialize. Keep 6 feet apart when possible.
 - e) Bring lunch and eat at your desk or away from others.

- If you have flu-like symptoms (fever, dry cough, sore throat, sore muscles, stuffy/runny nose, headache), seek medical attention and do not report to the project, jobsite, or office.
- All employee-owners must practice safe personal hygiene on their person and in their workspace. The following procedures are recommended:
 - a) **Good hygiene.** Wash hands thoroughly with soap and hot water frequently or by using alcohol-based/waterless hand hygiene products. Avoid touching your mouth, nose and eyes.
 - b) **Practice cough etiquette.** Cover your mouth with a tissue and cough into the tissue. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands. Stay clear of anybody who is coughing or sneezing.
 - c) **Appliance controls.** Do not use other person's telephones, keyboards, desks or appliances without first disinfecting the appliance or surface with an antiviral cleaning wipe/product.
 - d) **Flu shots.** Get your seasonal influenza vaccine, unless prevented to do so because of allergies or other health reasons.

BUSINESS TRAVEL:

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- All quarterly shutdowns are cancelled. Quarterly financial information will continue to be distributed to the field. Hourly Field Craft quarterly incentive payments will continue to be electronically transmitted per the normal schedule.

PERSONAL TRAVEL:

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HUMAN RESOURCES & BENEFITS:

- **ADDITIONAL PAID LEAVE** - All Salaried, Office Hourly and Hourly Field Craft employee owners will receive an additional 10 days (80 hours) of leave, to be called "Paid Leave", beyond our normal sick leave benefits as outlined in our employee policy manuals. For Salaried and Office Hourly employee-owners, these 10 additional days will be used prior to the normal sick leave benefits.
- **WAGES DURING EXTENDED LEAVE** - All Salaried, Office Hourly and Hourly Field Craft employee owners will receive at least two-thirds of their normal wages, up to twelve weeks, if they contract the COVID-19 virus, need to care for a family member who has the COVID-19 virus, or to care for a child whose school or daycare has closed due to the COVID-19 virus. Employee Owners should email hr@garney.com or call (816) 746-7263 to initiate this process.

The above benefits run concurrently. Thus, up to 14 weeks of benefits are available if conditions are met. These benefits run parallel to Family and Medical Leave (FML). FML is a benefit to our employee-owners that allows you to take unpaid leave from your job for a period of time while guaranteeing your job will be available when you return.

These additional benefits will expire when the CDC states that the pandemic has ended. These benefits do not apply to union employee-owners due to their collective bargaining agreements. Employee-owners must be employed for 30 days before these benefits are available.

- **PER DIEM & ALLOWANCES** – Per diem, vehicle allowances, and cell phone allowances will continue to be paid regardless of whether an employee-owner is working from home or their office.

JOBSITE PRACTICES

- Emails and communications from the Response Team regarding hygiene or other jobsite safety measures should be posted in central, conspicuous locations such as trailers, break areas, job boards and/or restroom locations.
- If a client issues safety or hygiene requirements that are stricter or in addition to those set forth in this document, follow the stricter procedures.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene. Hand washing stations can be provided by the portable toilet providers. As an alternative, the use of an Igloo-type water cooler with water (hot water, if available) and marked “hand washing only” may be used. Provide soap and towels. (suggest identifying specific locations on the site-specific addendums to this plan)
- Do not congregate in lunch or break areas. Maintain social distancing of 6’. Take lunch and breaks in shifts to reduce the size of the group. Maintain groups of less than 10 people.
- No communal food shall be permitted on the jobsite until further notice, i.e., donuts, pizza, buffets, shared lunch, etc.
- Do not share tools or any multi-user devices and accessories such as iPads, laptops, hand-held radios, computer stations, etc.
- Limit the exchange/sharing of paper documents by encouraging use of electronic communication whenever possible.
- Do not share personal protection equipment (PPE).
- Sanitize reusable PPE per manufacturer’s recommendation prior to each use.
- Ensure used PPE is disposed of properly.
- Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.
- Disinfect reusable supplies and equipment.
- Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, etc.
- Instruct workers responsible for trash removal in proper PPE/hand washing practices. Employee changing out trash should be wearing gloves and should throw gloves away and wash hands after completing the task.
- Provide routine environmental cleaning (doorknobs, keyboards, counters, and other surfaces.)
- Do not use a common water cooler. Provide individual water bottles or instruct workers to bring their own.
- Instruct workers to change work clothes prior to arriving home; and to wash clothes in hot water with laundry sanitizer.

- Don't stack trades if possible.
- Work in occupied areas should be limited to only those that are strictly necessary.
- Request additional/increased sanitation (disinfecting) of portable toilets (3 times a week). Provide sanitized cleaning of surfaces/toilet seats/door pulls ideally on an as used basis or at a minimum on a twice daily basis. May consider providing separate toilets for each subcontractor on site.
- Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of bioaerosols.
- Clean surfaces of service/fleet vehicles, steering wheel, gear shift, instrument panels, etc.; use aerosol sanitizers inside closed cabs.
- Regarding shuttling employees, ensure distancing and encourage workers to provide their own transportation where possible.
- Attendance at safety meetings (STAC) should be communicated verbally and the supervisor will sign in each attendee. Supervisors should not pass around a sign-in sheet or mobile device (iPad, tablet, or mobile phone) to confirm attendance.
- Maintain Safety Data Sheets (SDS) of all disinfectants on the site. Make sure employees understand any hazards associated with cleaning chemicals in accordance with OSHA's Hazard Communication Standard. Employees must comply with OSHA's standards on Bloodborne Pathogens.
- Should keep all pets away from the jobsite and work areas including the office.
- Routine cleaning shall be performed of all frequently touched surface on the jobsite. This includes, however is not limited to, workstations, countertops, handles, doorknobs, gang boxes, shared tools, controls/steering wheels of equipment, inside cabs of equipment, etc.
- Only employees essential to on-going site activities should work at the jobsite. All work that is non-essential to on-site activities should be performed remotely.

JOBSITE ENTRY MANAGEMENT

- Each Project will identify an entry location where all visitors, employees and subcontractors must notify a designated supervisor prior to accessing the jobsite (If on a pipe job, this could be the superintendent's pickup or another easily identifiable point on the project).
- ALL visitors, employees, and subcontractors will affirm a "no" response to the questions below when notifying a designated supervisor prior to entering the jobsite.
 - a) Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
 - b) Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
 - c) Have you, or anyone in your family traveled outside of the U.S. within the last two weeks?
 - d) Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
 - e) Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue?
- If a visitor, employee, or subcontractor answer "yes" to any of these questions, they shall not be allowed on site.
- If an employee answers "yes" to any of the questions above:
 - a) The employee should be asked to please leave the jobsite immediately.

- b) The employee should contact HR@garney.com or call (816) 746-7263 to document the specific issues as well as obtain further guidance on what actions are required.
- c) The employee should not return to work until 72 hours after they are free from a fever or signs of a fever without the use of a fever reducing medication.

EMAIL HOTLINE:

- **Employee-owners with questions about the above requirements may email, or send a text message to covid19@garney.com to get questions answered.** Questions can be submitted in English or Spanish.

The [*Centers for Disease Control and Prevention*](#) and the [*World Health Organization*](#) have the most updated information about how to protect yourself and your family. These sites are updated daily.

Employee-owners who believe they may have been exposed to the COVID-19 virus should contact Yvonne Waterman via email at ywaterman@garney.com or by calling (816) 746-7263.

The management of Garney has the right to change this plan, and the outlined benefits, at any time due to the rapidly changing environment surrounding this crisis, and additional recommendations from the CDC and WHO.

This plan should be forwarded or printed for our Hourly Field Craft employee-owners who do not have a Garney email address. This plan will be continually updated and redistributed to our employee-owners as updates are made.

EMERGENCY CONTACTS

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Yvonne Waterman	Director - Human Resources	ywaterman@garney.com
Mike Heitmann	CEO	mheitmann@garney.com
Scott Parrish	President	sparrish@garney.com
Mike Strong	General Counsel	mstrong@garney.com
Meggan Kruse	Vice President	mkruse@garney.com
Tony Kempf	Vice President	tkempf@garney.com



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- ~~**WORKER EVALUATIONS**— Best efforts will be made to evaluate everyone onsite every day, through visual observations by our safety personnel or a designated person. This includes both field and field office workers and will be done as people enter the site, during safety meetings, stretch and flex sessions and while our personnel conduct daily jobsite safety walks. Evaluations are to include the following:—~~
 - ~~a) Persistent coughing~~
 - ~~b) Difficulty breathing or shortness of breath~~
 - ~~c) Chills or sweating~~
 - ~~d) Obvious nasal congestion~~

~~If any of these symptoms are observed, the individual may be asked a few questions to further understand the nature of these symptoms. If there is any concern that the observed person may have an illness, they will be instructed to leave the jobsite and advised to seek medical evaluation.~~
- ~~**SITE ACTIVITIES / GATHERINGS**— All non-essential gatherings shall be suspended. This includes jobsite barbecues and other larger group meetings. Whenever practical, workers should maintain a distance of at least 6' from each other when working with or having conversations with others. Breaks should be taken in smaller groups by setting up several break areas (when facilities are available) or staggering break times to reduce the size of people gathering at one time. Make phone calls to others in order to limit face-to-face interactions to the extent possible.~~
- ~~**ADDITIONAL HYGIENE STATIONS**— To the extent possible, provide additional hand wash stations or hand sanitizer stations around the jobsite to make hand washing and sanitation more accessible.~~
- **ONLY ESSENTIAL PERSONNEL ONSITE**— Only employees essential to on-going site activities should work at the jobsite. All work that is non-essential to on-site activities should be performed remotely.

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Yvonne Waterman	Director - Human Resources	ywaterman@garney.com
Mike Heitmann	CEO	mheitmann@garney.com
Scott Parrish	President	sparrish@garney.com
Mike Strong	General Counsel	mstrong@garney.com
Meggan Krase	Vice President	mkrase@garney.com
Tony Kempf	Vice President	tkempf@garney.com