
From: Mike Heitmann
Sent: Tuesday, March 31, 2020 1:10 PM
To: ZZComplete e-mail list
Subject: COVID-19 Update 3-31-20
Attachments: Garney Construction Maryland Essential Services 3.31.20.pdf; Job Entry Questionnaire Option.docx; 19_309599-A-Frankson_Handwashing.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:

- Just a reminder that Garney offers employee-owners a Telehealth option through **Teladoc**. This is a convenient way to access healthcare while staying at home. Teladoc allows you to speak directly to a physician who can treat your health concerns. You can contact Teladoc at (800) 835-2362.
- Follow-up to the question yesterday about the ESOP statements...we anticipate sending the statements to the jobsites and regional offices no later than mid-May.

QUESTIONS SUBMITTED:

1. **The state where I live has issued a stay-at-home order that includes restrictions on both local and out-of-state travel with violators subject to imprisonment and/or a large fine. Is the Garney exemption letter issued on 3/23/20 all I need to show the officer if questioned?**

ANSWER: Yes. As mentioned in the letter, water and wastewater construction is considered an essential business. Attached is a pdf that contains the state and federal regulations validating this.

Below are questions that were submitted regarding the **COVID-19 Event Response Plan** asking specific details about requirements of that plan.

COVID-19 EVENT RESPONSE PLAN QUESTIONS:

1. **We are supposed to be 'routinely' cleaning common surfaces includes gang boxes and shared tools. What is meant by routinely? Is this after every use or once a day, twice a day, etc?**

For areas being worked in frequently, cleaning common surfaces once a day is a suggested minimum. You may consider cleaning common surfaces during the lunch break and then again before leaving for the day.

2. **The policy states to not share tools, and then list examples not relating to wrenches, power tools etc. Does this also apply to those items?**

The intent is to reasonably limit the sharing of tools. Sharing of tools might be required in some instances. In all cases, cleaning and disinfecting tools used that day, or prior to another employee-owner using a shared tool, would be a good practice.

3. **Frequently touched surfaces include handrail and ladders. Are we to wash and disinfect these surfaces and how often?**

Surfaces being actively utilized by multiple employees, should be cleaned and disinfected daily at a minimum. Depending on the frequency of use you may consider an additional cleaning during the lunch break.

4. We are having major issues finding hand sanitizer. We currently can't find isopropyl alcohol and aloe vera gel. Is there another alternative?

Continue to monitor local sources for hand sanitizers. If not able to provide hand sanitizers, providing locations for employees to wash their hands on a regular basis would be an alternative. In these locations, please provide necessary soap and disposable towels. We suggest providing a poster of proper hand washing techniques. (see attached poster)

5. Jobsite entry management - Is the intent to provide an individual to monitor the entrance consistently throughout the day or can we put a sign up to call a number?

Not all jobs will have a person manning the entrance. A jobsite specific plan should be implemented utilizing some type of communication that allows employees to answer the questions in the Event Response Plan prior entering the jobsite. One possible method to utilize is a Garney Pandemic Plan Questionnaire – see attached instructions as an example.

In the case of a pipe job that may not have an entrance, the superintendent's truck may be utilized. Another alternative would be a location for people to enter onto the right of way where a sign may be posted, with contact information, prior to accessing the job site.

6. Can we instruct our EO's and subcontractors to call a number before the start of the day instead of having a checkpoint? Are subcontractor employees allowed to call their supervisor and we require subcontractor supervisor to manage the questions and their employees?

The intent is that EVERYONE entering the job site answer "no" to the questions in the Jobsite Entry Management section of the Event Response Plan. If this can be accomplished by everyone calling a certain number, that is acceptable. A subcontractor's representative should affirm daily to a Garney manager that all subcontractor employees have answered "no" prior to accessing the jobsite.

7. Is there a time requirement to questions a, b, or d?

If anyone answers "yes" to any of these questions, they should contact hr@garney.com or 816-746-7229 for direction on proper steps to take.

8. With it being allergy season, some of these symptoms are applicable to allergies. If someone states the symptoms they have are because of allergies, are they allowed on the site? In addition, if we notice someone onsite with these symptoms, are we to tell them to vacate the site?

All employees should be personally accountable to protect themselves and their fellow employee owners from the spread of COVID-19. As detailed in previous communications, employees experiencing symptoms of illness consistent with COVID-19, should stay away from the jobsite. Here is the link for the most up to date CDC COVID-19 symptoms - <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>. If you are unsure whether certain symptoms require someone to be sent home, please talk to your supervisor, or call HR @ 816-746-7229 for additional input on your specific situation.

9. Do we ask these questions to Engineers and Owners?

Yes, similar to subcontractors, you may establish a protocol with the engineer's or owner's representatives to affirm they have answered "no" prior to accessing the jobsite.

As always, please continue submitting your questions to covid19@garney.com.

Mike Heitmann

Employee-Owner Since 1990

GARNEY CONSTRUCTION *Advancing Water*

3/27/2020

The processes set out below are an example of one Region’s plan to ensure the health and wellbeing of all Employee-Owners, while reducing risk as quickly as possible each and every morning.

They are posting QR code posters at the jobsite as well as handing out cards with HR’s contact information with the jobsite QR code on the back of them to all employees to place in their vehicles or wallets and utilize prior to coming to the jobsite.

These QR codes take each EO to an online portal where the team can quickly assess the risk all employees attempting to enter the jobsite. By doing this prior to their arrival, it reduces interactions, as well as allows the Project Manager and their team to react quickly to an individual that may put the jobsite at risk.

CREATING THE QUESTIONNAIRE

1. Click on the template version link [here](#)
2. At the top ribbon – click “Duplicate it”

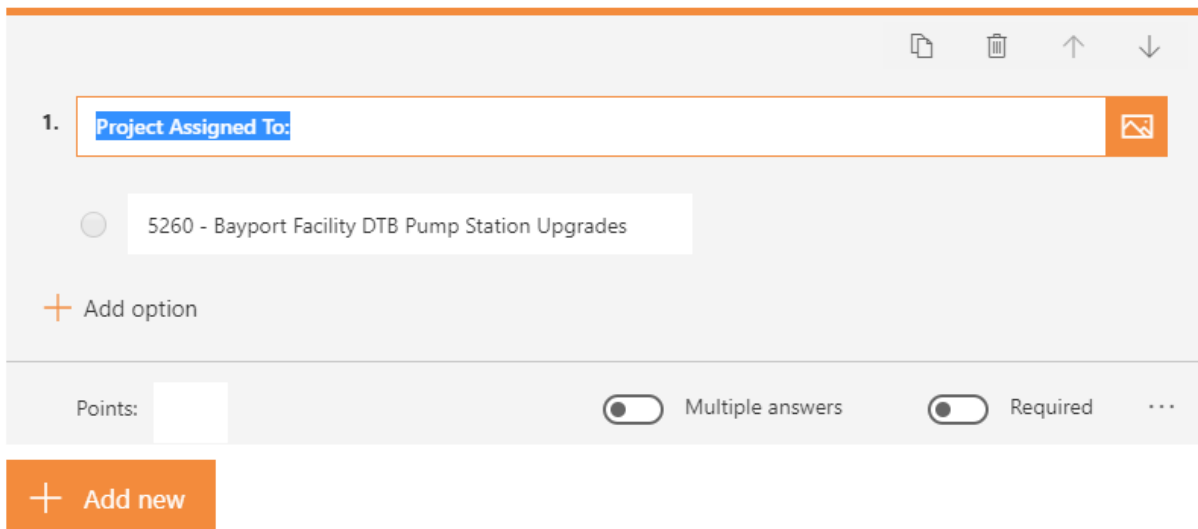


Duplicate this form and start to use it as your own.

Duplicate it



3. This will create a new microsoft form with the title changed to include (Copy) in it (this Word can be deleted if desired)- it is already saved to your Office 365 so no saving needs to happen from this point on
4. Click into Question #1 to edit



1. Project Assigned To:

5260 - Bayport Facility DTB Pump Station Upgrades

+ Add option

Points:

Multiple answers Required ...

+ Add new

5. Change project number and name to your project information

6. Click into Question #2 to edit

2.

SUNJER - Jeremy Suntken

SIMNAT - Nathaniel Simmons




+ Add option

Points:

Multiple answers Required ...

+ Add new

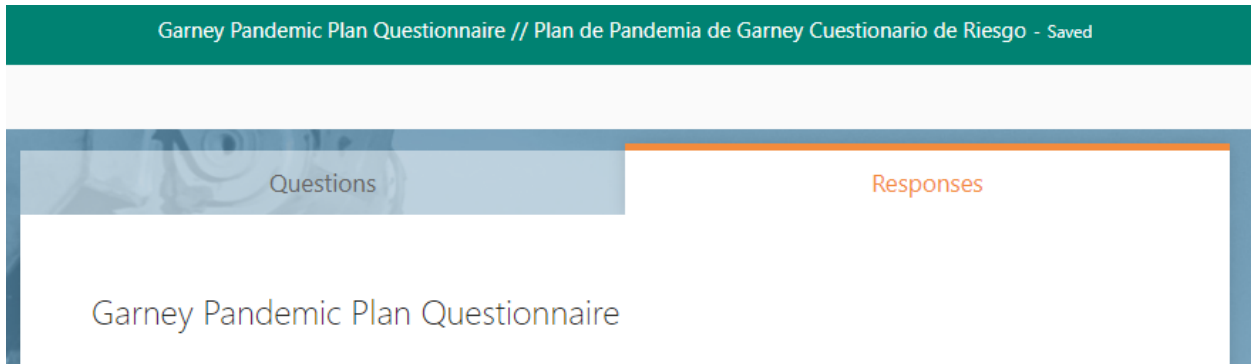
7. Click into the SUNJER or SIMNAT line item and Change to your Employee Code for each of your Employees (Salary and Hourly), add a space, a dash, and another space before typing their name that is in spectrum (potentially not the name they go by)
8. If additional spaces are needed, the orange “add Option” will give you an unlimited amount of lines.
9. If you need to delete a line, you can click into the line you want to delete and click the trashcan next to each line that looks like this

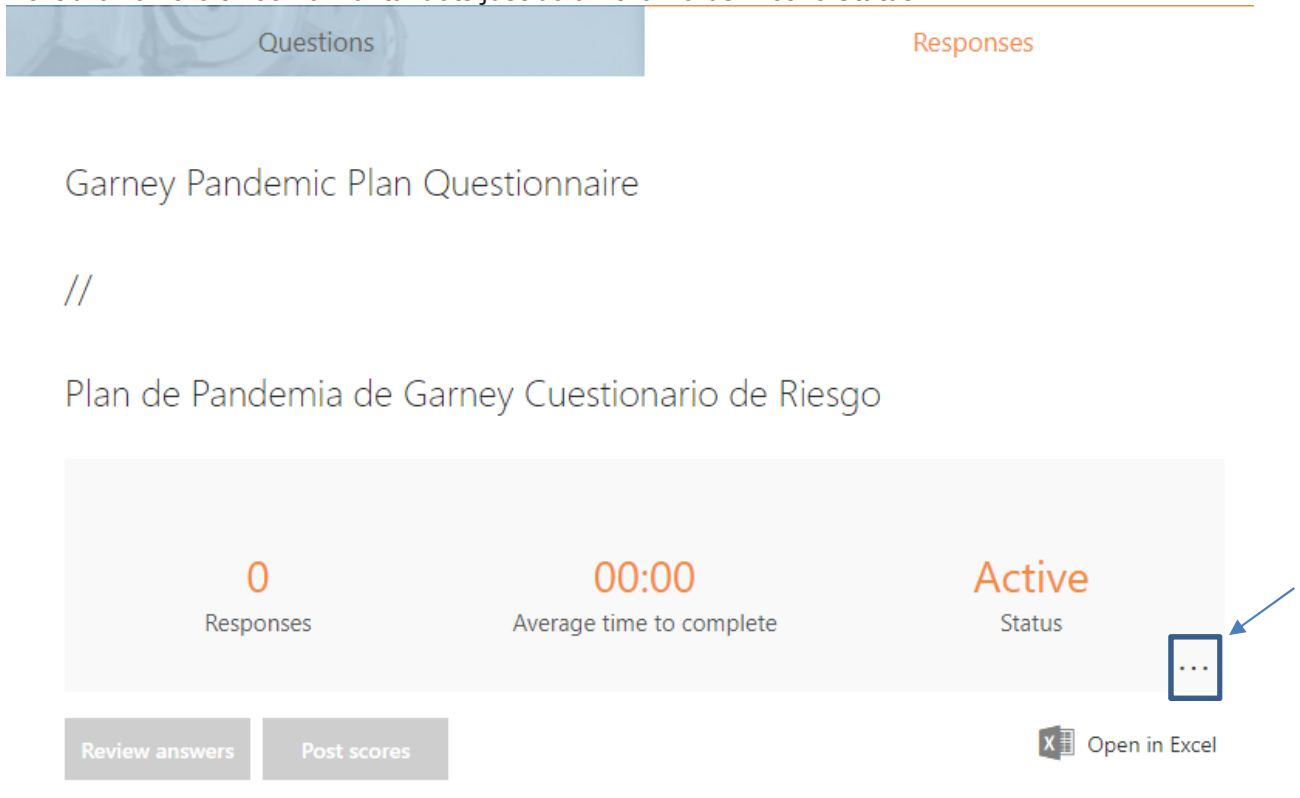
10. All changes are saved immediately so there is no need to make any changes in addition to those listed above

CREATING A SUMMARY LINK FOR THE DESIGNATED SITE REPRESENTATIVE

1. After you have created your own version of the questionnaire click “Responses” in the middle of the page



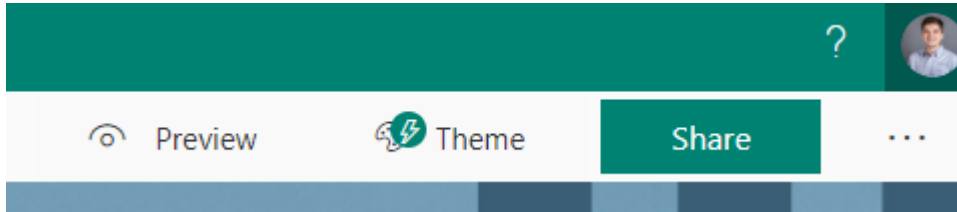
2. Next click on the three horizontal dots just below the words “Active Status”



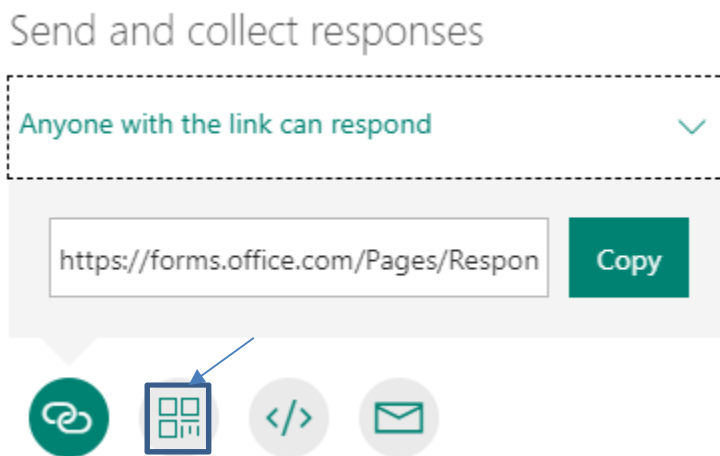
3. Click “Create a Summary Link”
4. Click “Copy” – This will copy to your clipboard, and can be emailed, texted, or printed out for your designated site representative to utilize as results come in almost instantaneously
5. Under responses is where you can in real time view the results as well as open them in Excel (This is the view that your Summary Link will show whomever you share it with)

GENERATING A QR CODE/CONTACT BUSINESS CARD FOR YOUR QUESTIONNAIRE

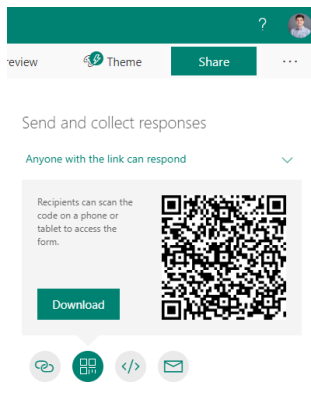
1. To create a qr code on the top right of the page click “share”



2. Under share and “Send and Collect Responses” Select the second option and make sure that you see the words “Anyone with the link can respond”



3. Click Download



4. This will create an Image that you can share, print, and post for your jobsite that takes everyone immediately to the questionnaire

IMPLEMENTATION PROCESS

1. Provide all Employee-Owners (EO) with the QR code that can be placed in their vehicles and on posters outside of the jobsite – any EO unable to complete the survey on their own can contact the site representative to verbally answer the questions while practicing social distancing that the representative will submit on their behalf.
2. Upon completing the questionnaire, the EO will click submit.
3. No EO will be allowed to enter the jobsite until the site representative has confirmed the EO's results.
4. Anyone that does not show a score of 100% will be asked quietly to step to the side while all other EOs are being screened. After all other EOs have entered the jobsite, the site representative will state the reason why the EO was not let in, provide them with a card to contact HR and be asked to leave the jobsite. The site representative in these situations will notify the Project Manager of the project and the Project Manager will notify Yvonne Waterman.



**CLEAN
HANDS KEEP
YOU HEALTHY.**

Wash your hands with soap
and water for at least

20 SECONDS.

LIFE IS BETTER WITH

**CLEAN
HANDS**



www.cdc.gov/handwashing

