

**Subject:** COVID-19 Update 4-24-20 - SPANISH VERSION  
**Date:** Friday, April 24, 2020 at 1:32:26 PM Central Daylight Time  
**From:** Mike Heitmann  
**To:** ZZComplete e-mail list  
**Attachments:** COVID-19 Event Response Plan.pdf

Buenas tardes, empleados-propietarios:

A continuación, se muestra una actualización de nuestra respuesta al COVID-19. La primera parte es información adicional y la segunda parte proporciona respuestas a las preguntas que hemos recibido.

**INFORMACIÓN ADICIONAL:**

- Se adjunta una copia actualizada del Plan de Respuesta a Eventos COVID-19. Un gran agradecimiento al **equipo de marketing** por hacerlo que se vea elegante. Después de actualizaciones significativas, distribuiremos copias del plan. También puede encontrar una copia en nuestra [página web](#).
- Como recordatorio, si se hizo un examen para COVID-19, debe comunicarse con su supervisor e informarle inmediatamente. Deberá proporcionar la nota del médico o la nota de laboratorio que indique que fue/está siendo examinado, así como los resultados de la prueba cuando estén disponibles. Su privacidad es importante y su información se tratará de manera confidencial. Este procedimiento es importante para mantener a todos nuestros empleados-propietarios seguros y saludables.

**PREGUNTAS PRESENTADAS:**

No se recibieron preguntas ayer.

Como siempre, continúen enviando sus preguntas a [covid19@garney.com](mailto:covid19@garney.com).

Disfruten su fin de semana y manténganse a salvo. ❤️

**Mike Heitmann**

*Employee-Owner Since 1990*

**GARNEY CONSTRUCTION** *Advancing Water*



# COVID-19

## EVENT RESPONSE PLAN

LAST UPDATED 4/23/2020



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**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**

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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 daycare 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 six to eight 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**

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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 employee-owners with additional financial and job security during this event.

- ▶ Develop procedures to minimize the impact to operations.

The policies and procedures outlined below are being enacted.

## **WORKING ENVIRONMENTS**

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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:

- 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 and in a large meeting room where people can sit at least six 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 six 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 required:

**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 another person's telephones, keyboards, desks, or appliances without first disinfecting the appliance or surface with an antiviral cleaning wipe/product.

**It is recommended that you get a seasonal flu shot.** Get your seasonal influenza vaccine, unless prevented to do so because of allergies or other health reasons.

For those employee-owners working from home, adhere to the guidelines as provided by the CDC.

## BUSINESS TRAVEL

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All non-essential business travel shall be canceled until notice is provided that travel can resume.

All company events, gatherings, and meetings greater than 10 people are canceled until notice is provided that these events can resume.

All Quarterly Shutdowns are canceled. 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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Garney is following the rules for travel outside of the United States as outlined by the CDC. The link below provides the latest updates of countries impacted. Garney is requesting all employee-owners to comply with these rules. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

Travel to Level 3 (red) areas should be avoided, and a 14-day self-quarantine will be required.

[Per the State Department](#), please reconsider traveling outside of the United States at this time.

## HUMAN RESOURCES & BENEFITS

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### 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 12 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](mailto: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 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.

## FAMILY ASSISTANCE PAY

All hourly field craft employee-owners will receive a \$2 an hour assistance pay during this time.

- ▶ Does not apply to hours paid associated with other benefits (Additional 10-day [80 hours] Paid Leave, 12-week 2/3 Pay Extended Leave, or unemployment).
- ▶ Amount will be \$2.00/hour for regular time and \$3.00/hour for overtime, paid weekly as a second payroll check.
- ▶ Duration of this benefit will be as determined and communicated by the Response Team.
- ▶ There is not a minimum requirement for length of employment. All hourly field craft are eligible.

## 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

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- ▶ 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 employee-owners 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 addenda to this plan)
- ▶ Do not congregate in lunch or break areas. Maintain social distancing of six feet. 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 the manufacturer's recommendation prior to each use.
- ▶ Ensure used PPE is disposed of properly.
- ▶ Use 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 about proper PPE/hand washing practices. Employee-owners 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 (three times a week). Provide sanitized cleaning of surfaces/toilet seats/door pulls ideally on an as-used basis or at a minimum twice daily. You 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 employee-owners, 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 employee-owners understand any hazards associated with cleaning chemicals in accordance with OSHA's Hazard Communication Standard. Employee-owners must comply with OSHA's standards on bloodborne pathogens.
- ▶ Keep all pets away from the jobsite and work areas, including the office.
- ▶ Routine cleaning shall be performed on all frequently touched surfaces 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 employee-owners essential to ongoing site activities should work at the jobsite. All work that is non-essential to on-site activities should be performed remotely.
- ▶ Face masks covering the nose and mouth must be worn at all times even if you are in a location where you are more than 20 feet away from anyone else. The only exception is when you are eating or drinking. When eating or drinking, remember to maintain social distancing.
- ▶ An Operator may take their mask off once inside their enclosed cab. The mask must be put back on when the Operator exits the machine. Operators should wipe down and disinfect contact points when entering and leaving a machine.

## JOBSITE ENTRY MANAGEMENT

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Each project will identify an entry location where all visitors, employee-owners, and subcontractors must notify a designated supervisor prior to accessing the jobsite (on a pipe project, this could be the Superintendent's pickup or another easily identifiable point on the project).

ALL visitors, employee-owners, and subcontractors must 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 the United States 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-owner, or subcontractor answers "yes" to any of these questions, they shall not be allowed on site.

If an employee-owner answers "yes" to any of the questions above:

- a** The employee-owner should be asked to please leave the jobsite immediately.
- b** The employee-owner should contact [hr@garney.com](mailto:hr@garney.com) or call (816) 746-7263 to document the specific issues as well as obtain further guidance on what actions are required.

## JOBSITE MANAGEMENT: COVID-19 IMPACT MITIGATION

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- ▶ Communicate that wearing face masks (as recommended by the CDC) is mandatory **IN ADDITION TO** social distancing, not in lieu of.
- ▶ Take the temperature of employee-owners upon arrival to the jobsite. Obtain and use medical inferred thermometers.
- ▶ All personnel on site follow mandatory guidelines, including subcontractors, engineers, and owners.
- ▶ Increase social distancing efforts:
  - Practice separation of crews. Organize small crews to work in specific areas of the project site. The same crew should work in the same area until work is complete and the crew moves to a new work area.

Crew size less than six people (supervisor plus five employee-owners).

Stagger crew start times so all workers are not entering and exiting jobsite at the same time.

Each crew has their own cooler with bottled water.

STAC meetings required (at staggered times) but waive signing of forms until pandemic ends.

Designate a portable toilet for each small crew.

Designate a break area (separate from other crews) for each small crew.

Designate a hand washing station (separate from other crews) for each small crew.

Equipment Operators to stay on equipment and have no contact with others. Operators to



disinfect interior of equipment cap prior to use and at the end of shift. If necessary to share equipment, Operators must disinfect prior to Operator switch.

Keep crews out of office trailers and common areas on the project.

Tools for each small crew to be kept separated from others in areas assigned specific to that small crew.

Management on projects talk via cell phone, radio, or video conferencing. Eliminate in-person meetings as possible.

▶ Increase disinfection efforts:

Twice daily disinfect contact areas within conex's, job boxes, toilets, offices, equipment, phones, computers, and handheld radios.

Send radios and chargers home with their user each day.

All employee-owners must follow all CDC guidelines regarding social distancing.

▶ Administration:

Monitor absentee listing and call those who are home sick / absent to verify why.

Develop a project-specific site shut down plan in the event the project needs to shut down and be secured for extended length of time.

Develop plan for start-up subcontractors and suppliers traveling in from hot spots.

Develop plan for visitors entering the jobsite. Provide telephone number for them to call. No in-person contact.

## PROJECT REQUIREMENTS TO CONSIDER

▶ Evaluate working shorter work weeks.

▶ Field craft shall not be allowed to leave site during the day for lunch or errands.

## JOBSITE MANAGEMENT: TEMPERATURE CHECK PROCEDURES

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Test facilitators are in a high exposure risk by coming into contact with a high number of workers, including potentially infectious individuals.

Any employee-owner who is responsible for taking the temperature of employee-owners prior to entering the jobsite is to follow the protocols below:

- ▶ Be trained in the proper use of PPE, the thermometer, and the following procedures.
- ▶ Test facilitator must understand that confidentiality is important when communicating the results of the temperature check. Every effort should be made to protect the information.
- ▶ Clearly communicate with the employee-owners the process to be followed in advance of the testing.

- ▶ Communicate with the employee-owners that if anyone records a temperature of 100.4° or above will be sent home and not allowed on the jobsite. (The CDC considers a person to have a fever when he or she has a measured temperature of at least 100.4° Fahrenheit.)
- ▶ Temperature must be taken with a thermometer that can register temperature without exposure to bodily fluids (non-contact infrared thermometers).
- ▶ Thermometer must be wiped off with disinfected wipes between each use.
- ▶ A piece of plexiglass or some other barrier should be placed between the person taking the temperature and the employee-owner entering the jobsite.
- ▶ Test facilitator must wash hands prior to donning PPE.
- ▶ PPE shall include:

An N-95 respirator. If not available, a surgical mask should be worn. If neither of these is available, a cloth mask must be worn.

*A full face respirator would be acceptable.*

*A half mask respirator would be acceptable.*

*P-100 disk filters must be replaced daily in these respirators*

A full face shield.

Rubber/nitrile disposable gloves.

If there is no barrier created between the test facilitator and the employee-owner, the test facilitator must wear a Tyvek suit.

*If Tyvek suits are not available, the employee-owner must have a change of clothes and change clothes after completing the entry monitoring task. Clothes should be placed in a plastic bag and taken home daily for washing.*

*Another option may be a rain coat. After completion of the test taken, it should be sprayed down and disinfected with appropriate disinfected solutions.*

- ▶ Employee-owner getting temperature taken must be wearing a cloth face mask.
- ▶ Temperature station shall be a designated area to keep employee-owners at a safe social distance from other employee-owners while taking the temperature.
- ▶ Social distancing must be maintained by those waiting to have their temperature taken. Employees should be at least six feet apart and wearing a cloth face mask.
- ▶ If an employee-owner records a temperature of 100.4° or higher, they shall be directed to contact [hr@garney.com](mailto:hr@garney.com) or call (816) 746-7229 for direction.

- ▶ If an employee-owner records a temperature of 100.4° or higher, the test facilitator shall immediately sanitize the thermometer, then shall remove their gloves and dispose of properly and wash hands before putting on another pair of gloves and continuing.
- ▶ After completion of taking temperatures, all equipment and plexiglass barrier shall be wiped down and disinfected.
- ▶ Properly remove and discard PPE.
- ▶ Proper hand hygiene shall be done upon completion of the task.
- ▶ A sink with disinfectant soap and disposable hand towels and alcohol based hand sanitizer should be available at all temperature testing locations.

Another approach is to have employee-owners self-administer tests at designated locations on-site and show the reading to a test facilitator, who determines if the temperature is elevated and has the authority to send home affected employee-owners.

- ▶ Have a temperature station that includes:
  - A thermometer that can register temperature without exposure to bodily fluids (non-contact infrared thermometers)
  - Directions on proper use of the thermometer
  - A table
  - A packet of hand sanitizing wipes
  - A sink with disinfectant soap and disposable hand towels and alcohol based hand sanitizer
- ▶ Temperature station shall be a designated area to keep employee-owners at a safe social distance from other employee-owners while taking the temperature.
- ▶ Each employee-owner shall use the thermometer to take their own temperature and show the display to a test facilitator or administrator for them to witness the result.
- ▶ Employee-owner shall be wearing a cloth face mask when entering the temperature station.

- ▶ Social distancing must be maintained by those waiting to have their temperature taken. Employee-owners should be at least six feet apart and wearing a cloth face mask.
- ▶ Upon completion of taking the test, the employee-owner shall wipe down the thermometer and lay it back on the table.
- ▶ Prior to and after completion of taking the test, the employee-owner shall wash hands and apply hand sanitizer.
- ▶ Test facilitator shall wear the following PPE:
  - A cloth mask (or optional mask/respirator listed below)
    - A surgical mask*
    - An N-95 respirator*
    - A full face respirator*
    - A half mask respirator*
    - P-100 disk filters must be replaced daily in these respirators*
  - A full face shield
  - Rubber/nitrile disposable gloves
- ▶ Test facilitator shall maintain at least six feet from those taking the test.
- ▶ If an employee-owner records a temperature of 100.4° or higher, they shall be directed to contact [hr@garney.com](mailto:hr@garney.com) or call (816) 746-7229 for direction.
- ▶ If an employee-owner records a temperature of 100.4° or higher, the test facilitator shall immediately sanitize the thermometer and the testing area. Then shall remove their gloves and dispose of properly and wash hands before putting on another pair of gloves and continuing.

### **OTHER CONSIDERATIONS:**

No person deemed “high risk” for severe illness from COVID-19 shall be used as a screener for taking temperatures. The following is a list of people deemed “high risk” by the CDC.

- ▶ People 65 years and older
- ▶ People with chronic lung disease or moderate to severe asthma
- ▶ People who have serious heart conditions
- ▶ People who are immunocompromised
- ▶ Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- ▶ People with severe obesity (body mass index [BMI] of 40 or higher)
- ▶ People with diabetes
- ▶ People with chronic kidney disease undergoing dialysis
- ▶ People with liver disease

## **JOBSITE ACTION PLAN: COVID-19 POSITIVE TEST**

Human Resources will do the following:

- ▶ Assure the infected employee-owner that he/she will not be identified by name to other employee-owners as having contracted the virus, per the Americans with Disabilities Act.
- ▶ Follow the Garney COVID-19 Event Response Plan to include notification to the Health Department per CDC requirements.
- ▶ Work with Project Manager/Superintendent to have jobsite sanitized immediately by a qualified professional or in accordance with CDC guidelines.
- ▶ Following completion of the 14-day quarantine, and being symptom free for 72 hours, whichever is later, the infected employee-owner must present a [Return to Work form](#).

## **JOBSITE RESPONSE AND CONSIDERATIONS**

The designated responsible person on the jobsite will be responsible for the following:

- ▶ Most importantly, make it clear to the employee-owner that their health and wellbeing is your top priority, and that you are taking all steps possible to protect them.
- ▶ The infected employee-owner must not be identified by name to fellow employee-owners as having contracted the virus, per the Americans with Disabilities Act.
- ▶ Without disclosing the infected employee-owner's identity, advise your employee-owners an individual that has been physically present at the jobsite during the prior two days has tested positive for the virus. Advise your employee-owners that affected areas will be shut down for 72 hours so that affected areas can be cleaned and sanitized. Encourage anyone with concerns to contact the Project Manager/Superintendent. Use this [Employee-Owner COVID-19 TEST template](#) to communicate with the jobsite employee-owners.
- ▶ Employee-owners will be paid during the 72-hour quarantine.
- ▶ Provide recommendations to your Director/COO on impacts and shut down on jobsite within the jobsite or crews depending on the specific circumstances surrounding the affected employee-owner.
- ▶ Follow the procedures outlined below in the "Confirmed COVID-19 Has Been on a Jobsite" section.

## **CONFIRMED COVID-19 HAS BEEN ON A JOBSITE**

- ▶ The virus lives for up to 72 hours on surfaces. If a positive test occurs, restrict access to the jobsite for 72 hours.
- ▶ Ensure all tools and equipment are clearly marked by posting signs noting it is out of service for cleaning.

- ▶ Close off areas and wait at least 24 hours before beginning cleaning and disinfection.
- ▶ Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, equipment, tools, common areas, etc.). For portable toilets, contact the portable service immediately to request cleaning or replacement. Place an "out of order" sign until this cleaning or replacement can take place.
- ▶ In areas where ill employee-owners are being housed in isolation, follow [Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019](#).

## **QUARANTINED EMPLOYEE-OWNERS**

Human Resources will discuss basic employee-owner needs with the quarantined employee-owner to include items such as:

- ▶ Define employee-owners that are available to provide assistance
- ▶ Medical needs (pickup/delivery of prescriptions, and other related products)
- ▶ Basic needs (food, water, sanitation products)
- ▶ Develop a plan/schedule for employee-owner contact multiple times per day by Garney to include:
  - Safety
  - Human Resources
  - Employee-owner supervisor

## **EMPLOYEE-OWNERS HOSPITALIZED AWAY FROM HOME**

- ▶ Make emergency contact notifications if needed.
- ▶ The Safety Manager will remain in contact with the medical facility to follow the employee-owner's condition and care.
- ▶ Determine if there is additional assistance needed by the employee-owner or their family that Garney can provide.

## OWNER/SUBCONTRACTOR REPORTING

- ▶ Director/COO to determine a list of owners, subcontractors, or others that need to be notified.
- ▶ [Job Owner or Subcontractor Letter of Notification](#) to be sent within 48 hours of a positive COVID-19 test.

*On the following page is a flow chart of how each COVID-19 scenario will work.*

## EMAIL HOTLINE

EMPLOYEE-OWNERS WITH QUESTIONS ABOUT THE ABOVE REQUIREMENTS MAY EMAIL, OR SEND A TEXT MESSAGE TO [COVID19@GARNEY.COM](mailto:COVID19@GARNEY.COM) TO GET QUESTIONS ANSWERED. QUESTIONS CAN BE SUBMITTED IN ENGLISH OR SPANISH.

The [CDC](#) and [WHO](#) have the most updated information about how to protect yourself and your family. These sites are updated daily.

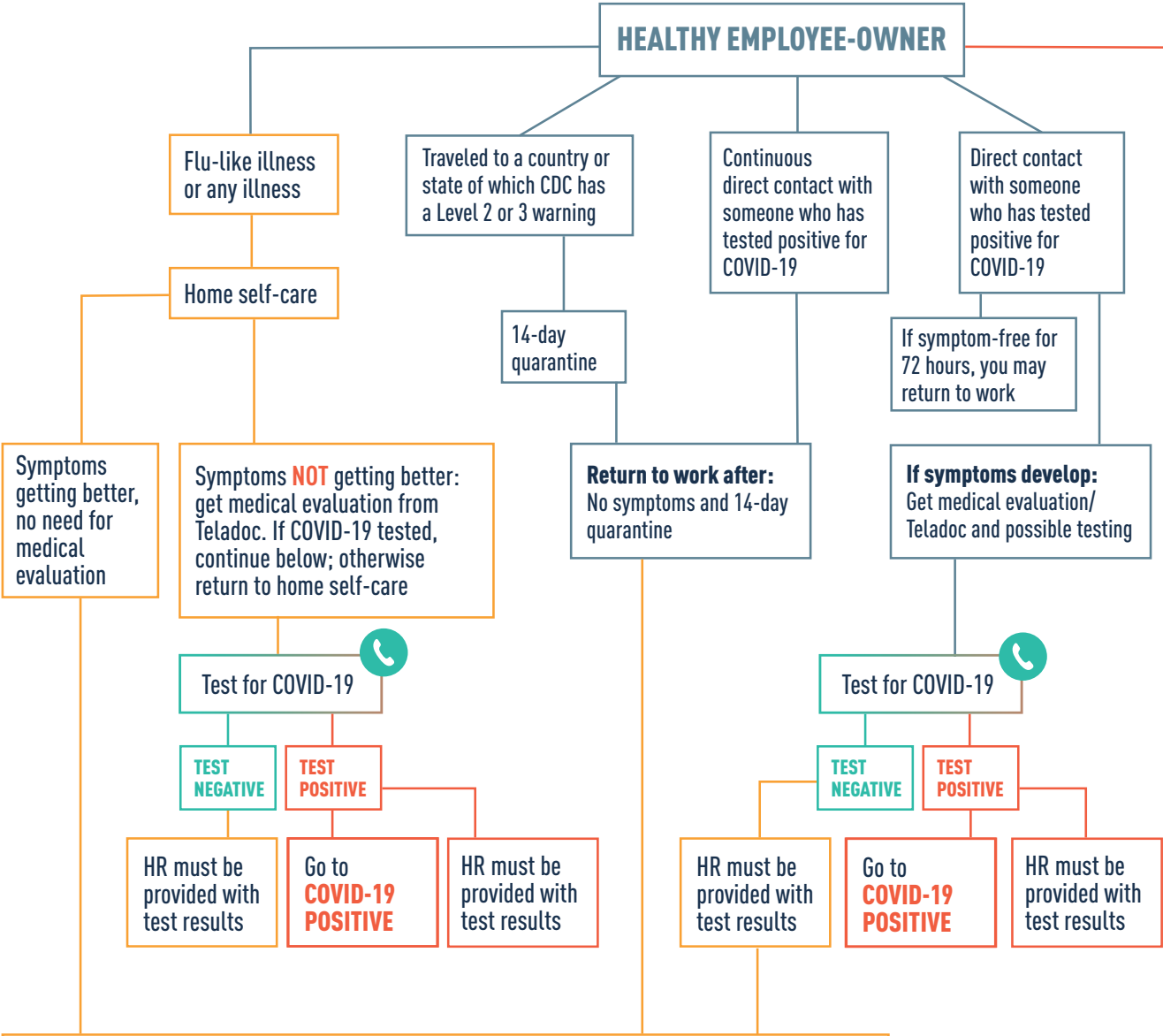
Employee-owners who believe they may have been exposed to the COVID-19 virus should contact Yvonne Waterman via email at [ywaterman@garney.com](mailto:ywaterman@garney.com) or by calling (816) 746-7229.

The management of Garney has the right to change or terminate 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.

## COVID-19 EVENT RESPONSE TEAM

NAME	TITLE	EMAIL ADDRESS
Yvonne Waterman	Director - Human Resources	<a href="mailto:ywaterman@garney.com">ywaterman@garney.com</a>
Mike Heitmann	CEO	<a href="mailto:mheitmann@garney.com">mheitmann@garney.com</a>
Scott Parrish	President	<a href="mailto:sparrish@garney.com">sparrish@garney.com</a>
Mike Strong	General Counsel	<a href="mailto:mstrong@garney.com">mstrong@garney.com</a>
Meggan Krase	Vice President	<a href="mailto:mkrase@garney.com">mkrase@garney.com</a>
Tony Kempf	Vice President	<a href="mailto:tkempf@garney.com">tkempf@garney.com</a>

# COVID-19 SCENARIO FLOW CHART



**COVID-19 POSITIVE**

- Human Resources (HR) must be provided with positive results
- Quarantine for 14 days from testing date
- Return to work:
  - Symptom-free for 72 hours AND
  - Doctor's note approving you may return to work

**Temporary Emergency Leave associated with these scenarios:**

- 10 Days (80 Hours) Paid Leave:**  
No documentation required  
Any sickness or concern
- 12 Week (2/3) Paid Leave:**  
Documentation required  
COVID-19 related:  
School/daycare closing  
Sick with COVID-19  
Caring for someone with COVID-19
- HR Quarantine:**  
As directed by HR

Return to work after 72 hours symptom-free:

- No fever
- No fever symptoms (shivering, shaking, chills, body aches, headaches, excessive sweating, etc.)
- Improvement of other illness symptoms (sore throat, persistent cough, sinus congestion, fatigue, etc.)

At the point someone is being tested, the job site should contact [HR@garney.com](mailto:HR@garney.com) or call **913-209-0499** or **816-746-7263**. Profit Center lead must notify Scott Parrish with the "Notice of Event." Review the COVID-19 Event Response Plan.

## COVID-19 PROJECT SHUTDOWN CHECKLIST

*Develop a project-specific site shutdown plan in the event the project needs to shut down and be secured for an extended length of time.*

### Determine what the expected shutdown is for and how long we believe it will be

- Positive test result
- Temporary owner requirement
- Extended owner requirement
- Indefinite owner requirement
- Confirm project does not fit into any essential categories

### Determine work that cannot stop

- Consider postponing that work from starting if job could be shut down
- If work is started, how will this work continue?
- If temporary ops are in progress (dewatering or bypass pumping), how do you safely remove or keep operational?
- If work hasn't started but is critical, determine how to complete the work with minimal EOs and safely
- Consider the impacts of shutting down subcontractors and depending on the reason for the shutdown, how much liability Garney may be assuming

### Communications / Notifications

- Designate person contacting:
  - Garney COVID-19 Event Response Team and Profit Center*
  - On-site employee-owners (keep this group to a maximum of 6)*
  - Subcontractors*
  - Vendors and planned deliveries*
  - Services provided*
  - Engineer*
  - Owner*
- Set up Communication Plan with craftspeople during time off
- Set up Communication Plan with owner / engineer during time off
- Set up video conference call in weekly meetings with management team for check-ins
- Explain the employee-owner benefits and payments plan
- Provide necessary legal notifications
- Can EOs be transferred to an alternate project?
- Can lease equipment be transferred to an alternate project?
- Make a sign to post at main gate with phone numbers
- Review medical procedures with all EOs prior to leaving the jobsite for the 14-day period
- Notify Garney insurance providers

### Documentation

- Document the site (drone, video, photos)
- Develop a cost tracking mechanism (create specific codes?)
- Develop a correspondence tracking plan
- Develop a notification plan and determine future notification dates if needed
- Generate an exposure "family tree" (if it is a direct exposure)
- Add activity to CPM schedule to track delay
- Document subcontractors and vendor notifications

*Continued on the next page*

## Financial

- Define work completed for pay current pay period
- Define work completed for subcontractor's current pay period
- Document stored materials on site
- Define and document materials that may need to be stored off site
- Define and list all time notices under the contract
- Do a WIP and make sure your contracts and purchase order billings reflect the work in place
- Define and list all insurance notices
- Read contract to understand and list all pertinent liabilities, obligations, and avenues to protect Garney
- Consider impacts to subcontractors' work and how the cost impacts of this work will be addressed

## Site Action

- Take small rental off rent / any equipment to be delivered
- Stop fuel delivery
- Security precautions
- Stop incoming OTR deliveries
- Secure all materials in case of high winds or other weather conditions (e.g., tarp dumpsters to prevent trash from blowing all over the site)
- Shut down power to office trailers
- Stop drinking water deliveries
- Stop restroom services (after next scheduled service)
- Notify common deliveries (United Supply, Fastenal, Ellis, etc.)
- Secure any open trenches or hazardous situations
- Have owner-purchased materials transferred to owner or store off site
- Depending on security of site, demobilize project documents and store in a safe place
- What to do if we have severe weather (tornado, hail, heavy snow) when a job is shut down
- Determine maintenance for equipment staged / installed on site
- Make an erosion control inspection and repair all BMPs
- Contact formwork rental to stop rent and leave material on site until work resumes
- Secure all materials from potential theft
- Cancel concrete orders that might be placed ahead of time
- Turn off the lights
- If you have temporary heaters on equipment and electrical gear, make sure it is functioning
- Rotate all pump shafts per manufacturer's recommendations
- Make sure to cancel all equipment or system shutdown requests with client
- Generate list of emergency crews that will need to tend to any emergencies during the shutdown
- Review concrete that is placed requiring cure, including heating / membrane and water curing status, and complete as necessary
- Set up system to maintain erosion control during shutdown, including inspections, labor, and materials
- Set up controlled systems to monitor project on a regular basis
- Board up project as securely as possible, close all doors and windows, and cover temporary openings, etc.
- Secure storage areas (extra locks, park equipment in front of doors, etc.)
- Confirm dewatering needs and risks while off site, and set up daily monitoring schedule if required
- Confirm temporary power needs while off site, and shut down what is not needed

*Continued on the next page*



### Site Action (continued)

- Stop propane delivery for temporary heating
- Confirm if any temporary heating is required to prevent damage if it is cold (office trailer, under slab piping, basins, channels, etc.)
- Drain any process lines being water tested so they don't freeze or possibly leak / cause damage
- Drain water truck including piping so it does not freeze
- Take computers and any associated paperwork to be able to work at home
- Take the copy machine off rent, if makes sense
- Remove expensive survey equipment off project and secure
- Lock fuel tanks
- Confirm status and materials in your chemical storage Conex, including temporary heating / cooling requirements
- Complete a good safety walk and get everything up to speed for safety
- Secure heavy equipment (lock doors, remove plug wire, etc.)
- Cover all lumber with blankets or plastic
- Coordinate with subcontractors' work and subcontractors' work to be secured
- If subcontractors remain working, define access to work areas and request COVID-19 plan from subcontractors
- Determine subcontractor's work that is interrelated to Garney or other subcontractors' work and how it will be managed or impacted

### Plan for restarting work

- Cleaning and disinfection plan
- Confirm state / local requirements for proper PPE for return
- Access to the site control (employee-owners, subcontractors, suppliers, services, and visitors)
- Physical limitations (work areas and separation from subcontractors)
- Implement current Garney COVID-19 plan
- Procure any necessary signage



# FACE MASK SAFETY



On **April 3**, the CDC announced its recommendation to wear cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.

The CDC advises the use of simple cloth face coverings to slow the spread of the COVID-19 virus and prevent people who may unknowingly have the virus from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidelines.

It is important to recognize that the best way to prevent airborne transmission of this virus is to use a combination of methods, not rely solely on PPE. Wearing of these mask options should not relieve individuals from maintaining proper social distancing and staying away from work if experiencing COVID-19 symptoms.

## CLOTH FACE MASKS

A cloth face mask is a covering designed as a barrier to reduce the spread of moisture droplets from the mouth or nose from one individual to another.

### HOW TO WEAR

- 1) Should fit snugly but comfortably against the side of the face
- 2) Should be secured with ties or ear loops
- 3) Should include multiple layers of fabric
- 4) Should allow for breathing without restriction
- 5) Should be able to be laundered and machine dried without damage or change to shape
- 6) Individuals should be careful not to touch their eyes, nose, and mouth when removing the face covering and should wash their hands immediately after removing
- 7) Should not be worn by children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove cover without assistance

### PROPER CARE

- 1) They should be routinely washed depending on the frequency of use. Someone wearing a mask throughout an entire day should wash it every night
- 2) If a mask gets moist as a result of perspiration throughout the day, it should be replaced at least once a day
- 3) When removing the mask, it should be contained in a plastic sealable (Ziploc) bag with the employee-owner's name and not allowed to lay on a table or other surface that may contaminate that surface
- 4) A washing machine should suffice in properly washing a face covering



# SURGICAL MASKS

A surgical mask is a loose-fitting, disposable device that creates a physical barrier between the mouth and nose of the wearer and potential contaminants in the immediate environment.



## HOW TO WEAR

- 1) Should fit snugly but comfortably against the side of the face
- 2) Should be secured with ties or ear loops
- 3) Should allow for breathing without restriction
- 4) Should not be worn by children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove cover without assistance

## PROPER CARE

- 1) Surgical masks are not intended to be used more than once
- 2) If mask is damaged or soiled, it should be replaced
- 3) If breathing through the mask becomes difficult, it should be replaced
- 4) Individuals should be careful not to touch their eyes, nose, and mouth when removing the mask and should wash their hands immediately after removing
- 5) Masks should be disposed of properly in a waste container with a plastic bag

# N95 RESPIRATORS

An N95 respirator is a respiratory protective device designed to achieve a very close facial fit and very efficient filtration of airborne particles. Note that the edges of the respirator are designed to form a seal around the nose and mouth.

The “N95” designation means that when subjected to careful testing, the respirator blocks at least 95 percent of very small (0.3 micron) test particles. If properly fitted, the filtration capabilities of N95 respirators exceed those of face masks.

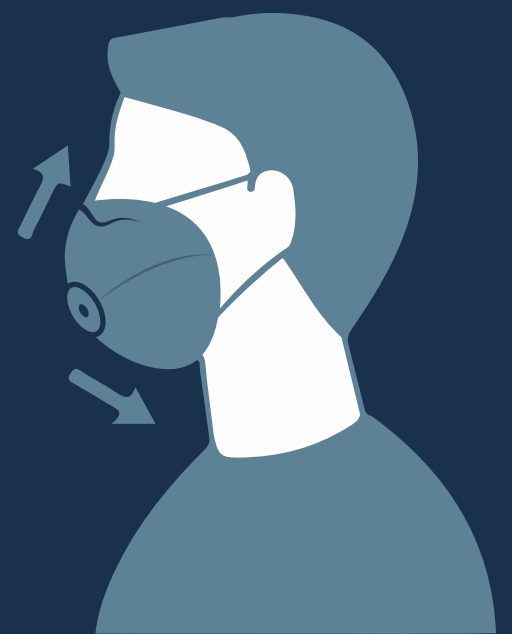
**These are currently not available and are only being distributed to Health Care workers or other medical first responders as recommended by the CDC.**

## HOW TO WEAR

- 1) Each user should be fit tested with the respirator for a secure seal around the nose and mouth
- 2) Respirators cannot be worn effectively by individuals with facial hair because a secure fit is not possible
- 3) Should allow for breathing without restriction
- 4) Should not be worn by children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove cover without assistance

## PROPER CARE

- 1) N95 respirators are “single-use” disposable devices
- 2) If respirator is damaged or soiled, it should be replaced
- 3) If breathing through the mask becomes difficult, it should be replaced
- 4) Individuals should be careful not to touch their eyes, nose, and mouth when removing the mask and should wash their hands immediately after removing
- 5) Respirators should be disposed of properly in a waste container with a plastic bag



# RESOURCES

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

<https://www.fda.gov/medical-devices/general-hospital-devices-and-supplies/personal-protective-equipment-infection-control>

<https://www.cnn.com/2020/04/04/health/how-to-make-your-own-mask-wellness-trnd/index.html>

<https://www.osha.gov/>

