COVID-19 EVENT RESPONSE PLAN



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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

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

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

As of May 20, 2021, the Profit Center Officer/Director and/or Office Manager shall make the decisions on mask wearing, social distancing, and whether the entry questionnaire is required for their respective jobsites and offices. These decisions shall be made based on the local regulations for the area. Unless directed otherwise, please follow the following guidelines:

- **a** You must answer "no" to the questions on the office entry questionnaire.
- b Face masks must be worn at all times in the office.
 The only exceptions to this are if you're alone working in a private office or while working at a workstation where social distancing is maintained.
- **c** When walking around the office or meeting in conference rooms, masks should be worn.
- d Avoid shaking hands, hugs, or any physical contact.
- e Do not congregate in work rooms, break rooms, copier rooms, or other areas where people socialize. Keep six feet apart when possible.

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 alcoholbased/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. Shared appliances should be disinfected after each use.

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.

PERSONAL TRAVEL / PERSONAL TIME

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. <u>https://www.cdc.gov/</u> <u>coronavirus/2019-ncov/travelers/index.html</u>

Before you arrive in the United States (U.S.):

All air passengers coming to the U.S., including U.S. citizens and fully vaccinated people, are required to have a negative COVID-19 test result no more than three days before travel or documentation of recovery from COVID-19 in the past three months before they board a flight to the U.S. No further quarantine is required once in the U.S. as Garney is an essential worker.

When away from the jobsite or office, employeeowners are encouraged to follow protocol established in that particular area of the country, and make appropriate decisions on group interactions to protect yourselves, your families, and our Garney family.

HUMAN RESOURCES & BENEFITS

The benefits listed in this section ended as of December 31, 2020.

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 or call (816) 746-7263 to initiate this process.

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 employeeowners 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.

The Family Assistance Pay benefit ended as of July 5, 2020.

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

As of May 20, 2021, the Profit Center Officer/Director and/or Office Manager shall make the decisions on mask wearing, social distancing, and whether the entry questionnaire is required for their respective jobsites and offices. These decisions shall be made based on the local regulations for the area. Unless directed otherwise, please follow the following guidelines:

- 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 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.
- > 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.
- 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.
- Don't stack trades if possible.
- Work in occupied areas should be limited to only those that are strictly necessary.
- 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.
- Maintain Safety Data Sheets (SDS) of all disinfectants on the site. Make sure employeeowners understand any hazards associated with cleaning chemicals in accordance with OSHA's Hazard Communication Standard. Employeeowners 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.
- 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

Profit Center Officers/Directors and/or Office Managers are to determine if the following Jobsite Entry Management questionnaire is required at their respective jobsites or offices.

Unless directed otherwise, projects should identify an entry location where 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.

- 1 Have you received a COVID-19 positive test result within the last 14 days?
- 2 Are you living with and have direct continuous contact (living with someone, sharing kitchen and bathrooms) with someone that has received a COVID-19 positive test result within the last 14 days?
- 3 Are you currently having trouble breathing or

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 employeeowners as having contracted the virus, per the Americans with Disabilities Act.
- Follow the Garney COVID-19 Event Response Plan.
- Following 10 days with a negative test or doctor's note and 48-hour symptom free, the employeeowner may return to work on the 11th day. Or, following completion of a 14-day quarantine with no negative test or doctor's note if they are 48hour symptom free, the employee-owner may return to work on the 15th day.

JOBSITE RESPONSE AND CONSIDERATIONS

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

- Most importantly, make it clear to the employeeowner 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.

have flu-like symptoms within the past 48 hours, including: fever, headache, cough, shortness of breath, sore throat, runny/stuffy nose, muscle or body aches, chills, new loss of taste or smell, nausea or vomiting, diarrhea or fatigue?

- **4** Are you currently under a medically directed selfquarantine by a medical provider?
- Without disclosing the infected employeeowner'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. Encourage anyone with concerns to contact the Project Manager/ Superintendent. Use this <u>Employee-Owner</u> <u>COVID-19 TEST template</u> to communicate with the jobsite employee-owners.
- 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 employeeowner.

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 <u>COVID19@GARNEY.COM</u> TO GET QUESTIONS ANSWERED. QUESTIONS CAN BE SUBMITTED IN ENGLISH OR SPANISH.

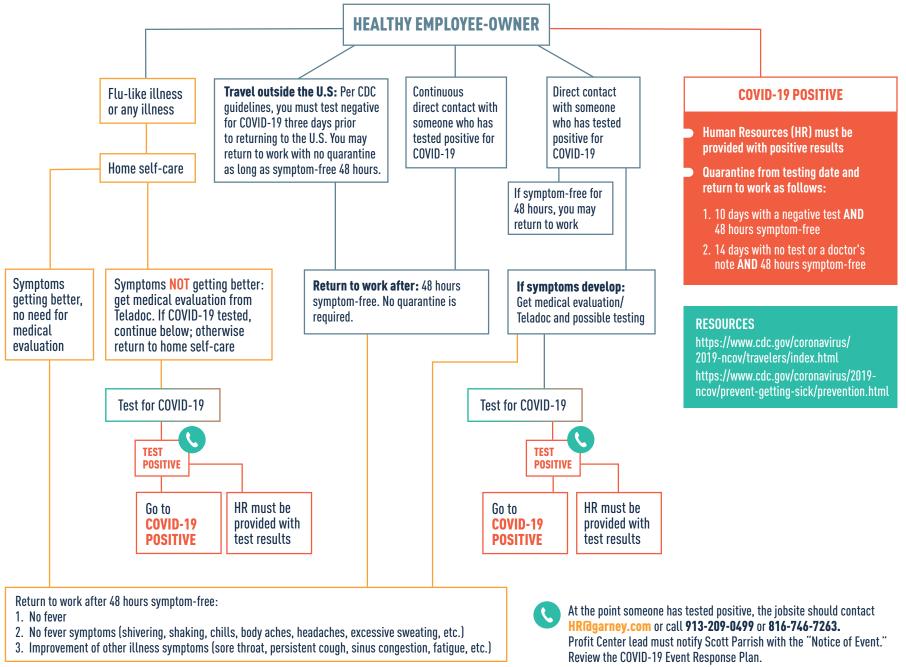
The <u>CDC</u> and <u>WHO</u> have the most updated information about how to protect yourself and your family. These sites are updated daily.

Employee-owners who believe they may have been exposed to the COVID-19 virus should contact Yvonne Waterman via email at <u>ywaterman@garney</u>. <u>com</u> 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	ywaterman@garney.com
Mike Heitmann	CEO	mheitmann@garney.com
Scott Parrish	President	sparrish@garney.com
Mike Strong	General Counsel	mstrong@garney.com
Meggan Krase	CFO	mkrase@garney.com
Dan Smolik	Director	dsmolik@garney.com

COVID-19 SCENARIO FLOW CHART



DEFINITIONS

<u>Direct Contact</u>: contact less than six feet, for 15 minutes or more, within the last 48 hours with a person who has tested positive for COVID-19 <u>Direct Continuous Contact</u>: living (sharing a kitchen and bathrooms) with someone who has tested positive or being tested for COVID-19

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.

Dete	rmine 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
Dete	rmine 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
Com	munications / 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
Docι	imentation
	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

Finar	ncial
	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

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	





FACENASK 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

 Individuals should be careful not to touch their eyes, nose, and mouth when removing 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

PROPER CARE

 They should be routinely washed depending on the frequency of use. Someone wearing a mask throughout an entire day should wash it every night

 If a mask gets moist as a result of perspiration throughout the day, it should be replaced at least once a day 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

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

- Each user should be fit tested with the respirator for a secure seal around the nose and mouth
- Respirators cannot be worn effectively by individuals with facial hair because a secure fit is not possible
- 3) Should allow for breathing without restriction

PROPER CARE

- 1) N95 respirators are "single-use" disposable devices
- 2) If respirator is damaged or soiled, it should be replaced
 - 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



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 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/

