

EMPLOYEE REFERENCE GUIDE: COVID-19

**DEDICATED
EMAIL**

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As we continue to monitor the COVID-19 virus across our footprint, we are aware that this will be a trying time for our company and for you and your families and loved ones. We will come through this as we always do in trying times. We will make every effort to maintain as many essential services as normal, so we may carry out our business at the high standards we and our customers are accustomed to. In this ever-changing time, we need to stay focused, and positive.

A Message from our CEO

During these difficult and trying times, I feel compelled to share my thoughts, along with some steps we've taken to address the COVID-19 crisis. First and foremost, you have my commitment that my complete focus will be on navigating the challenges posed by this virus. Through working together, we will succeed.

Of paramount importance is the health and well-being of our employees and our families. On Monday, March 16, we established an executive task force meeting daily to navigate the ever-changing landscape. First on our list was to make sure we had the proper policies in place that would allow for all employees to take care of themselves and their families. To that end, we have instituted a policy to provide continuity of income while taking appropriate health and safety measures.

We have also put in place the following best practices:

- **Working remotely.** All employees that are able to perform their job duties working remotely are required to do so. This applies to all offices.
- **Ban on corporate travel.** Our attendance at all industry conventions & meetings has been canceled.
- **Restrictions on personal travel.** We are asking all employees to carefully consider their travel plans and to alert us when traveling outside of their state.
- **Social distancing.** Virtual meetings whenever feasible. If not feasible, no more than 10 people present. Always maintain at least 6-feet of distance between people.

Home Safe Tonight has never been more of an asset. We have in our DNA the commitment and drive to look out for ourselves and each other. The coming weeks are bound to be difficult, but I know we will not only make it through, we will become stronger. An openness to change and a commitment to innovation will be necessary over the next several months to work productively while maintaining extreme health and safety standards. We will be successful and, on the other side of it, will have learned new ways to be Better, Faster, Safe.



A. HOME SAFE ALWAYS

The health and safety of our employees is of the utmost importance to Allan Myers. Home Safe Tonight isn't a slogan - it's a core value. To that end, **Allan Myers' objectives during the outbreak of COVID 19 are to:**

- Keep employees and their families safe by reducing transmission.
- Protect people who are at higher risk for adverse health complications.
- Continue to serve clients and owners at professional standards.
- Do our part to slow community spread of the virus.
- Minimize adverse effects to other individuals, companies and supply chains.

We have published a COVID-19 information page, which is on the front landing page of the UpTo App. This page will continue to be updated regularly.



What to do to help limit exposure, and stay healthy:

- Practice social distancing – do not attend large meetings or gatherings of more than 10 people, avoid use of public pens and other such things, don't go to unnecessary places, go to necessary places off peak times, telecommute if possible, avoid places like movie theaters, don't shake hands, hug or kiss, and stay home as much as possible.
- Stay home if you are sick.
- Wash your hands frequently and for at least 20 seconds with soap.
- Use a hand sanitizer with at least 60% alcohol if soap and water is not available.
- Cover coughs and sneezes with a tissue, napkin or paper towel and throw it away after use.
- Sanitize frequently touched surfaces at home, at work, in your car: light switches, doorknobs, keyboards, phones, cell phones, remotes, steering wheel, gear shift, door handles, cabinet handles, etc.

B. COVID-19 QUICK REFERENCE GUIDE

Allan Myers is continuing to monitor the situation with COVID-19 (Coronavirus), and will make regular updates on prevention, meetings, etc. If you have questions or concerns, please contact your supervisor or HR representative.

What should I do if I am not feeling well?

If you have a fever, cough or difficulty breathing, seek medical care early and stay away from others. Call in advance to enable your health care provider to direct you to the right health facility which will help prevent spread of viruses and other infections.

Notify your supervisor and/or Human Resources and stay home until you show no signs of illness or fever, without the use of a fever reducing medicine, for 24 hours.

What should I do if I had close contact with someone who tested positive with COVID-19?

If you had close contact with an individual who has a confirmed positive test result for COVID-19, you should self-quarantine for 14 days from the date you had contact. Please notify your supervisor and/or Human Resources to advise us of this situation so we can provide you with further guidance and support.

The CDC recommends that, if you have been in close contact with someone who has been in close contact with an individual who has tested positive for COVID-19, you should limit your public activities until the person you were in contact with shows no symptoms for 14 days. We are requiring that in this situation, you work from home for this period of time. If the person you had close contact with exhibits symptoms, you should stay at home until you are symptom free for 14 days from the day you had contact.

Close Contact

Considerations when assessing close contact include the duration of exposure (e.g., longer exposure time likely increases exposure risk) and the clinical symptoms of the person with COVID-19 (e.g., coughing likely increases exposure risk as does exposure to a severely ill patient).

The CDC defines close contact as:

- Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case; OR
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

Travel Advisory

Allan Myers has cancelled all domestic and international business air travel, as well as meetings or gatherings of more than 10 people. We are also instructing employees not to engage in any international or domestic travel that includes airports and hotels. Anyone who travels must notify HR before returning to work and may be required to self-quarantine. Anyone who is required to travel for business and must stay in a hotel should speak with their manager or Regional HR for specific hotel safety guidelines.

Self-quarantine

When people are in self-quarantine, they may have no symptoms, but because there is a possibility that they might have been exposed, they should stay away from others in public settings. People in self-quarantine should not go to work, school, or any public places where they could have close contact with others.

People who are in self-quarantine and are not sick can still have contact with their household members. Should they develop any symptoms, they are asked to isolate from all others, including those in their household, and to contact their medical provider.

What are the symptoms of Coronavirus (COVID-19)?

Symptoms include fever, cough, or shortness of breath – similar to what you may feel with influenza or a bad cold. Additional information about coronavirus symptoms can be found on the CDC website. The CDC believes at this time that symptoms of COVID-19 may appear in as few as two days or as long as 14 days after exposure.

How does the Coronavirus spread?

According to the CDC, the virus is thought to spread mainly between people who are in close contact with one another; or through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. There is also evidence that the virus can survive for lengths of time in the air, and on certain surfaces.

Can someone spread coronavirus without being sick?

According to the CDC, people are thought to be most contagious when they are most symptomatic (the sickest). Some spread might be possible before people show symptoms; there have been reports of this occurring with this COVID-19.

Can the Coronavirus spread from contact with infected surfaces or objects?

According to the CDC, it may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

What advice do you have for reducing the chance of spreading infection?

Avoid touching your eyes, nose, and mouth with unwashed hands. You should clean your hands often by washing them with soap and water for at least 20 seconds. If soap and water is not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. It is especially important to clean hands after going to the bathroom; before eating; and after coughing, sneezing or blowing your nose. In addition, it is recommended to frequently clean “common area” surfaces with alcohol-based disinfectants.

C. SAFETY & HEALTH GUIDELINES

If anyone in your work location is experiencing flu like symptoms, **they must stay home**, contact a physician and request testing. We have amended our leave policies to ensure those effected are financially supported.

Our offices:

- If you can perform your job remotely, you should continue to do so until notified otherwise. If you need assistance with technology or conferencing, please contact our IT department.
- Offices are defined as anywhere indoors that work is performed by multiple people.
- Do not invite visitors to our offices. To limit exposure for our employees, and to support social distancing recommendations, we should not have external people visiting or entering our offices until notified otherwise.
- Field offices are being locked and sanitized daily.

Crews:

- Ask each crew member if he/she is experiencing any flu-like symptoms. If so, with care and concern, send home immediately and notify HR, Superintendent, and HSE.
- Crew Huddles and Dynamic Stretching - Beginning of Shift Huddles and Dynamic Stretching are an important part of our daily routine. Adjust your huddle to give crew members enough room to maintain 6 feet of space between people.
- Avoid physical contact – do not shake hands; when possible give yourself 6 feet of space between yourself and coworkers.
- Wash your hands with soap and water, hand sanitizer or disinfectant wipes frequently throughout the day especially before eating or drinking, after using the restroom or after touching surfaces, tools etc.
- Avoid touching your eyes, nose and mouth.
- Discontinue shared use of pens, pencils and electronics, such as iPads. Supervisors will record tool box talks, you do not need to provide your signature on the iPad.

Field Personnel:

- Limit access and personnel from being in the trailer unless it is necessary. Utilize technology for meetings. Superintendents and HSE Professionals use your vehicle as an office, attend meetings by phone or other technology available on your laptop or iPad (IT to provide options).
- Cleaning – Increase the frequency of cleaning. Contact cleaning services and request knobs and handles on all entry doors, faucets, toilets, coffee machines and water coolers be cleaned daily. Frequent cleaning of all surfaces that are handled by personnel.
- Do not share items, pens, pencils, computers, phones, cups, utensils, etc.
- No community food items and sharing of food. No ordering food from outside vendors, and no food delivery.

Inspectors, Subcontractors & Third Parties:

- Limit contact with inspectors, subcontractor employees, and other third parties as much as possible.
- When contact is needed, employees must follow the Social Distancing (6' of space) requirements.
- All third parties must follow Allan Myers and CDC guidelines, including staying home if sick.

Equipment/Vehicles:

- Minimize or eliminate people traveling in trucks/vehicles together. If this cannot be avoided, consider larger vehicles to accommodate multiple passengers while maintaining 6 feet of physical space.
- Any controls within the cab of machines and equipment should be wiped down using a disinfectant spray or wipes prior to and at the end of the shift.
- Wash hands thoroughly before entering the vehicle. Provide hand sanitizer and/or disinfectant wipes inside the cab of the vehicle.

D. HEALTH & SAFETY PLAN FOR PROJECT PERSONNEL

The purpose of this program is to define safe work procedures necessary to ensure employee health and safety as it relates to Coronavirus (COVID-19). Additionally, employees are encouraged to use their voice and stop work if they are unsure of their situation or have questions about the procedures outlined within this program. This policy applies to all employees, subcontractors, and suppliers at an Allan Myers managed project or property.

1. Sick, Stay Home

- If an employee is sick or experiencing symptoms, they must stay home.
- Ask each crew member if they or anyone in their home is experiencing flu-like symptoms:
 - If so, with care and concern, send home immediately and notify HR, Superintendent, and HSE.
- HR will be in contact with the employee that is sent home to assist and answer any questions they may have.
- All sick employees must seek medical treatment and report back to HR on their test results. Employees must obtain clearance from their doctor before returning to work.

2. Wash Your Hands (4 Times Per Shift, Minimum)

- **General**
 - Wash your hands with soap and water for a minimum of 20 seconds, hand sanitizer with at least 60% alcohol, or disinfectant wipes – no less than 4 times throughout the day, especially before eating, drinking, after using the restroom, or after touching surfaces, tools etc.:
 - Pre-shift
 - Before break
 - Before lunch
 - End of shift, before going home
 - Avoid touching your eyes, nose, and mouth.
 - Soap and water shall be provided along with hand sanitizer and/or disinfectant wipes.
- **Hand Washing Stations**
 - Hand washing stations shall be provided and available for employees:
 - Supplied with soap, water, and paper towels
 - Request that contract-service integrated hand wash stations be attached to portable toilets where possible:
 - If not, provide alternative hand wash station with soap, water, and paper towels
 - Non-potable water tanks must be labeled.
 - Water quality shall be checked daily. If necessary, chlorine tabs should be added.
- **Portable Toilets**
 - Increase the frequency of cleaning:
 - Minimum 4 times per week
 - Increase number of port-a-pots onsite:
 - Provide at least one unit per crew, at a minimum. Additional units may be necessary based on need.
 - Ensure hand sanitizer and/or hand wash station is available in or within close-proximity to the portable toilet.
 - Each portable toilet will have a Myers lock on it.
 - Pre-shift inspection conducted by the Field Manager. If not cleaned, the facility will be tagged out until it is clean.
 - Subcontractors are required to have portable toilets for their employees.

3. **Social Distancing – 6 Feet of Space**

- Crew Huddles and Dynamic Stretching:
 - Adjust your huddle to give your crew enough room to maintain a safe space – 6 feet of space between people.
 - You may need to have multiple huddles with less members of your crew, so everyone can hear the plan and maintain a safe space.
 - If possible, hold the huddle outside in a safe area with reduced background noise.
 - Use technology to have crew members listen in and communicate during the huddle from a distance:
 - Ensure technology items are sufficiently charged prior to shift.
- Pre-task planning shall include how to maintain 6 foot spacing.
- Avoid physical contact – do not shake hands; give yourself 6 feet of space between you and coworkers:
 - If 6 feet of space cannot be maintained, PPE must be implemented for protection including the mandatory use of a full face-shield.
- Discontinue shared use of pens, pencils, cups, utensils, computers, and other electronics such as iPads. Supervisors will record toolbox talks. Employees will not provide a physical signature on technology items.
- Do not share PPE (earmuffs, safety glasses, gloves, face shields).
- Only use job radios if they have been sanitized or properly cleaned and disinfected. Do not share.
- Limit access and personnel from the project trailer/office, unless it is necessary.
- Utilize technology for meetings.
- Superintendents and HSE Professionals should use assigned vehicles as an office:
 - Attend meetings by phone or other technology available, but not while driving.
- No smoking or vaping of any kind near one another.
- No community food items, no sharing of food, no ordering food from outside vendors, and no food delivery.

4. **Wipe Down & Clean All Surfaces**

- Increase the frequency of cleaning all common surfaces, commonly used tools, etc.
- Contact cleaning services and request knobs and handles on all entry doors, faucets, toilets, coffee machines and water coolers be cleaned daily if possible.
- Maintain and use cleaning supplies regularly:
 - Project trailers/offices, equipment, vehicles, etc.
 - Use disposable paper towels for wipe-downs, not reusable rags. Dispose of paper towels in the trash immediately after use.
 - Trash shall be safely removed/emptied daily.
- Safety glasses and gloves shall be worn by anyone cleaning common areas.
- Any controls within the cab of machines and equipment should be wiped down using a disinfectant spray or wipes prior to and at the end of the shift.
- Drivers and Equipment Operators shall wear gloves when operating and driving to minimize contact with in-cab controls.

5. One Person Per Cab

- Minimize or eliminate people traveling in trucks/vehicles together:
 - If this cannot be avoided, consider larger vehicles to accommodate multiple passengers while maintaining 6 feet of physical space:
 - Wash hands thoroughly before entering the vehicle.
 - Provide hand sanitizer and/or disinfectant wipes inside the cab of the vehicle.
 - No eating, drinking, smoking, or vaping inside the cab of the vehicle.
 - Trash shall not be allowed to accumulate in cabs. Trash shall be removed immediately.
- Any controls within the cab of machines and equipment should be wiped down using a disinfectant spray or wipes prior to and at the end of the shift.

6. Subcontractors

- Subcontractors are required to follow all guidance outlined within this HASP, CDC guidelines, and all project site requirements, including staying home if sick.
- Limit contact with inspectors, other contractor employees, and other third parties as much as possible.
- When contact is needed, employees must follow the Social Distancing (6' of space) requirements.

E. REMOTE WORK POLICY

At Allan Myers, the safety and health of our employees has always been our priority, and our commitment to each other matters now more than ever. We continue to monitor COVID-19 (coronavirus) developments and we are taking actions focused on the health and safety of our people.

The clear advice from the CDC continues to include social distancing as well as good hygiene practices as the best ways to reduce the spread of the virus. **To further support social distancing, we are continuing to implement a work remotely protocol which will continue through Sunday, April 12.** If you can perform your job remotely, you should do so until that time.

If it is necessary for members of your team to report to an office, please limit the number of team members and maintain the recommended 6' distance. This includes all offices locations including: fixed office locations, job trailers, plant offices, and anywhere multiple people work.

If you need any technical assistance in accessing systems or tools while working remotely, including conferencing or video meeting tools, please contact our IT department.

F. TRAVEL ADVISORY

Allan Myers has cancelled all domestic and international business air travel, as well as meetings or gatherings of more than 10 people. We are also instructing employees not to engage in any international or domestic travel that includes airports and hotels. Anyone who travels must notify HR before returning to work and may be required to self-quarantine.

Anyone who is required to travel for business and must stay in a hotel should speak with their manager or Regional HR for specific hotel safety guidelines.

- Travel to any country may be disrupted as the U.S. or foreign governments decide to cancel flights, close borders, quarantine travelers in country, or quarantine travelers upon arrival home as the spread of the virus progresses. Additionally, each day more restrictions are popping up around the U.S.
- Large public places like airports and hotels that draw people from all over the world, are high risk locations for contracting the virus.
- You are at risk of not being able to return to the U.S. or being quarantined upon your return regardless of the country, or state you travel to, and its current outbreak level.
- Allan Myers may extend or impose additional restrictions based on the rapidly evolving public health situation including requiring self-quarantine of anyone who has travelled out of the country, or travelled through airports, or hotels.

G. SUPPORT AVAILABLE

- SwiftMD – physically going to a medical office, or hospital could increase your risk of exposure, or could cause you undue worry. SwiftMD gives you access to a doctor via the phone, or video without ever leaving your home. You can get medical advice, diagnosis (in some cases) and prescriptions. For more information, click on the “**Telemedicine**” tab under “**Benefits**” on the *UpTo* App.
- TalkSpace – the outbreak of COVID-19 may be stressful for you or your family members. Fear and anxiety about a disease can be overwhelming and cause strong emotions in adults and children. The unknown about how this outbreak will impact you or your loved ones can be hard to cope with. TalkSpace is a free service available to you and your family members over the age of 13. TalkSpace connects you virtually with a licensed therapist who can talk to you or your family member through a secure and confidential chat and help you cope with your stress or worry. For more information, click on the “**TalkSpace**” tab under “**Benefits**” on the *UpTo* App.
- If you are diagnosed with COVID-19 and are ill for longer than 7 days, you may be eligible for Short Term Disability (STD) and should contact *Unum*. For more information, click on the “**Disability**” tab under “**Benefits**” on the *UpTo* App.
- If you need to care for a family member who is diagnosed with COVID-19, you may be eligible for Family Medical Leave (FMLA) and should contact *Unum*. FMLA in this case would be un-paid but protects your job. PTO, and FMLA bank time can be used along with FMLA leave if you wish. For more information, click on the “**Disability**” tab under “**Benefits**” on the *UpTo* App.