



COVID-19: HEALTH & SAFETY PLAN

**DEDICATED
EMAIL**

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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. 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.
- Continue to win new work to build our backlog and secure our future.

Of paramount importance is the health and well-being of our employees and our families. We have established a COVID-19 executive task force which meets daily to navigate this ever-changing landscape. Our primary focus is to ensure we have the proper policies in place that will allow our employees to work in a healthy and safe environment. Home Safe Tonight has never been more of an asset. Home Safe Tonight isn't a slogan - it's a core value. We have in our DNA the commitment and drive to look out for ourselves and each other. The health and safety challenges presented by COVID-19 are new and different, but I know we will meet these challenges with a commitment to innovation and quickly adopting the new safety and health standards in this plan.

Based on the guidelines and recommendations of the Center for Disease Control (CDC), our COVID-19 Task Force and the Safe Operations Leadership Team put together our “**Five Pillars to Prevent the Spread of COVID-19**”:

1. **Stay home** if you are sick.
2. **Wash your hands frequently** (minimum of 4X/shift)
3. **6’ Social distancing**. Always maintain at least 6-feet of distance. Hold virtual meetings whenever feasible and if not feasible, allow no more than 10 people present. Wear a face cover as recommended by the CDC to slow the spread of the virus. Work remotely whenever possible.
4. **Sanitize frequently touched surfaces** at home, at work, and in your vehicle or equipment – including light switches, doorknobs, keyboards, cell phones, remotes, steering wheel, gear shift, door handles, etc.
5. **One person per cab**. Minimize or eliminate people traveling together in trucks/vehicles. Wipe down and sanitize cabs prior to and at the end-of-shift.

As this global pandemic progresses, we will provide updates and introduce new recommended practices as they become available. For the latest information, visit our COVID-19 information page, which is on the front landing page of the *UpTo* App. This page will continue to be updated regularly.

Sincerely,



Ross Myers

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A. FIVE PILLARS TO PREVENT THE SPREAD OF COVID-19

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. The clear advice from the Center for Disease Control (CDC) continues to include social distancing as well as good hygiene practices as the best ways to reduce the spread of the virus. The recommendations and guidelines in this Health & Safety Plan were developed to define safe work procedures to reduce the spread of the virus. This policy applies to all employees, subcontractors, and suppliers at Allan Myers managed projects or properties.

The **Five Pillars to Prevent the Spread of COVID-19** align with the CDC recommendations to the greatest extent possible and provide specific guidance as it relates to our work at Allan Myers.

FIVE PILLARS TO PREVENT THE SPREAD OF COVID-19



Following these guidelines will help ensure the safety and well-being of our employees and their families. These guidelines will be updated to reflect new recommended practices as they become available, and this document will be updated accordingly. 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.

1. Sick, Stay Home

- To decrease the likelihood of spreading the virus, each crew must conduct daily pre-shift checklist.
- If anyone in your work location is sick or experiencing flu-like 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.
- All employees with symptoms must seek medical treatment and contact HR. Employees must obtain clearance from their doctor before returning to work.
- If an employee has had close contact with someone who tested positive for COVID-19, notify your supervisor and HR for further guidance and support. We have established protocols for various scenarios to ensure the health and safety of all employees.

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

- 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
- Avoid touching your eyes, nose, and mouth.
- Soap and water shall be provided along with hand sanitizer and/or disinfectant wipes.
- Hand washing stations shall be provided and available for employees (supplied with soap, water & 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 3 times per week)
 - Increase number of portable toilets onsite to 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.
 - Each portable toilet shall have a Myers lock on it to prevent third-party use.
 - Field Managers will conduct pre-shift inspections. If not cleaned, the facility will be tagged out until cleaned.
 - Subcontractors are required to have portable toilets for their employees.
 - Where necessary, provide separate portable toilets for visitors and label for their use.

3. Social Distancing – 6 Feet of Space ← 6' →

Social distancing is an effective way to prevent potential infection that relies simply on distance to prevent infection.

- Avoid Physical Contact – do not shake hands.
 - Always Maintain at least 6-feet of distance between people. If 6 feet of space cannot be maintained, PPE must be implemented for protection including the mandatory use of a face-shield.
 - Crews shall adhere to social distancing guidelines during huddles and dynamic stretching:
 - Adjust huddles to give your crew enough room to maintain 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.
 - Meetings should be virtual whenever possible using available technology. If a virtual meeting is not feasible, no more than 10 people may be present and maintaining 6' spacing.
- Wear Mandatory Face Cover
 - In line with recommendations from the CDC, Allan Myers has distributed a face cover that is now considered **mandatory PPE** on all project sites, company facilities, asphalt plants, and quarries.
 - Wearing a face cover does not replace the guidance for hand washing and social distancing of at least 6 feet.
 - **Requirements for Face Covers during outdoor operational activities:**
A face cover will not be required during outdoor operational activities when employees can maintain a 12' space around them as a buffer from any other person. If 12' distance cannot be maintained, then the employee must wear a face cover that fully covers their mouth and nose. If the employee is continually going in and out of the 12' space, then a face cover shall be worn. Operations requiring employees to work within 6' still require a face cover and a face shield (full protection).
 - You may substitute a company-issued face cover with one supplied by you, provided it covers your nose and mouth and does not have any holes or slits.
 - All employees must have the face cover on their person at all times and it has to be available for immediate use if needed.
 - Face covers are still required when working indoors.
- Avoid Sharing 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.

- Do not share hand tools and label for individual use when possible.
- 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.
- No community food items, no sharing of food, no ordering food from outside vendors, and no food delivery.
- No smoking or vaping of any kind near one another.



4. Wipe Down & Clean All Surfaces

To minimize possible exposure to the COVID-19 virus, all high contact surfaces shall be disinfected regularly using approved sanitizing products following best practices.

- Increase the frequency of cleaning & sanitizing all common surfaces, commonly used tools, and frequently touched surfaces, etc.
 - Tool hygiene is as important as personal hygiene. Limit sharing tools to the extent feasible. After use, clean tools using the appropriate method.
- 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 in project trailers/offices, equipment, vehicles, etc.
 - Use disposable paper towels for wipe-downs, not reusable rags, and dispose of immediately after use.
 - Trash shall be safely removed/emptied daily.
- Safety glasses and gloves shall be worn by anyone cleaning common areas.
- Drivers and Equipment Operators shall wear gloves when operating and driving to minimize contact with in-cab controls.
- Any controls and high contact surfaces within the cab of machines and equipment should be wiped down using a disinfectant spray or wipes prior to and at the end-of-shift.
 - Never assume the previous operator disinfected and sanitized all high contact surfaces.
 - High contact surfaces include steering wheels, grab handles, door handles, joy sticks, switches, seatbelts, armrests, and gear selectors.
 - Glove should be worn when entering/exiting equipment to limit direct contact with high contact surfaces.
 - Where possible, limit the number of operators rotating into a specific piece of equipment.



5. One Person Per Cab

- Minimize or eliminate people traveling in trucks/vehicles together. If this cannot be avoided, use larger vehicles to accommodate multiple passengers while maintaining 6 feet of physical space:
 - Wash hands thoroughly before entering the vehicle/equipment.
 - Provide hand sanitizer and/or disinfectant wipes inside the cab of the vehicle/equipment.
 - No eating, drinking, smoking, or vaping inside the cab of the vehicle/equipment.
 - Trash shall not be allowed to accumulate in cabs. Trash shall be removed immediately.
- Wipe down & clean all high contact surfaces as specified in #4 above.
- Where possible, limit the number of operators rotating into a specific piece of vehicle/equipment.

B. IMPLEMENTING THE FIVE PILLARS

Here is additional guidance for implementing the **Five Pillars to Slow the Spread of COVID-19** in your work location.

1. Crews

- Ask each crew member if they are experiencing any flu-like symptoms. If so, with care and concern, send home immediately and notify HR, Superintendent, and HSE.
- Adjust your beginning and end-of-shift huddles to give crew members enough room to maintain 6 feet of space between people. Discuss the plan to maintain social distancing during operations.
- Wear a face cover that is now considered **mandatory PPE** on all project sites, company facilities, plants, and quarries.
- When possible, maintain 6 feet of space between yourself and coworkers. If you are unable to maintain 6 feet of space, wear the required face shield in addition to a face cover.
- 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 hand tools, pens, pencils, and electronics such as iPads. Supervisors will record tool box talks. You do not need to provide your signature on the iPad.
- Limit sharing of tools to the extent practical and disinfect tools regularly.

2. Equipment/Vehicles

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

3. 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 6' Social Distancing requirements.
- All third parties, including subcontractors, must follow all guidance outlined within this Health & Safety Plan (HASP), CDC guidelines, and all project site requirements, including staying home if sick.

4. Project Site Offices

- Limit access and personnel from being in the project trailer/office unless it is necessary. Limit the number of team members and maintain the recommended 6' distance.
- Wear a face cover that is now considered **mandatory PPE** on all project sites, company facilities, plants, and quarries.
- Utilize technology for meetings. Attend meetings by phone or other technology available on your laptop or iPad.
- 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.
- Increase the frequency of cleaning. Contact cleaning services and request knobs and handles on all entry doors, faucets and toilets 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.
- Sanitize and lock all field offices daily.

5. Fixed Office Locations

- 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.
- 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.
- Wear a face cover which is now considered **mandatory PPE** on all company facilities.
- 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.

6. Travel Advisory

- Allan Myers has cancelled all domestic and international business air travel, as well as meetings or gatherings of more than 10 people.
- Employees are 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.
- 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.

7. At Home

- Stay at home as much as possible.
- Don't go to unnecessary places and go to necessary places during off-peak times.
- Do not visit or have physical contact with people that reside outside of your household.
- 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.
- Maintain social distancing minimum of 6' between yourself and others outside of your household at all times. Do not shake hands, hug, or kiss.
- If you need to go out into public place, wear a face cover as recommended by the CDC.
- Sanitize frequently touched surfaces regularly including light switches, door knobs, keyboards, phones, steering wheels, gear shifts, door handles, cabinet handles, etc.

8. Stay Home with Symptoms

- If you have a fever, cough, or difficulty breathing, stay home, seek medical care early, stay away from others and contact HR.
- 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.
- Should you or someone at your work location test positive for the COVID-19 virus, exhibit symptoms, or come into close contact with someone who has been exposed – our HR Team will follow established protocols including notification of people who have potentially been exposed.

C. RESOURCES & SUPPORT

Allan Myers is committed to supporting you and your family's health during this uncertain time. Keeping yourself and your loved ones healthy extends to taking care of your well-being and mental health. We are providing safe, virtual, no cost support through the following resources:

- [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.
- [Allan Myers Health Coaches](#) – Coaches can provide ways to deal with stress, eat healthy, and stay active via email, phone, or video chat. Send an email to one of Allan Myers' Health Coaches: Denise Devoe (devoe@simplywell.com), Leanna Wyatt (leanna.wyatt@simplywell.com), or Berkley Kilgore (berkley.kilgore@simplywell.com). You can also contact the SimplyWell Health Center at 888-848-3723 or send a secure message through simplywell.com or the SimplyWell mobile app on Apple or Google. Coaching hours are Mon-Thurs: 8am-8:30pm ET and Fri: 8am – 7pm ET.
- [Short-Term Disability](#) – 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.
- [Family Medical Leave \(FMLA\)](#) – 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.

Appendix - COVID-19 Quick Reference Guide

The following quick reference guide provides CDC guidelines for frequently asked questions. For other questions not addressed in this reference guide, visit the CDC website: www.cdc.gov/coronavirus

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

COVID-19 symptoms include fever, cough, or shortness of breath. 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. **See the attached CDC handout - *Symptoms of coronavirus (COVID-19)*.**

What should I do if I am not feeling well?

If you are sick with COVID-19 or think you might have COVID-19, follow the CDC guidelines to prevent spreading the virus to others. Stay home, seek medical care as needed, and call ahead before visiting a health care facility. **See the attached CDC handout - *Prevent the spread of COVID-19 if you are sick*.**

What should I do if I have a possible or confirmed case of COVID-19?

Follow the CDC guidelines for self-isolation and managing your symptoms at home. Seek medical care with your healthcare provider or emergency services if necessary. **See the attached CDC handout – *10 things you can do to manage COVID-19 symptoms at home*.**

What should I do if I may have been exposed to COVID-19?

If you or someone in your home might have been exposed, follow CDC guidelines for self-monitoring. If you feel healthy but have recently had close contact with a person with COVID-19, follow the CDC guidelines for self-quarantine. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html

How does COVID-19 spread?

According to the CDC, the virus spreads very easily between people. COVID-19 is thought to spread mainly through close contact from person-to-person in respiratory droplets from someone who is infected. Some people without symptoms may be able to spread virus. It is also possible to contract the virus by touching a surface or object that has the virus on it and then touching your mouth, nose, or eyes. **See the attached CDC handout - *What you should know about COVID-19*.**

How can I prevent the spread of COVID-19?

Avoid touching your eyes, nose, and mouth with unwashed hands. 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. Wear a cloth face cover as recommended by the CDC. Frequently clean & disinfect “common area” surfaces. **See the attached CDC handout - *What you should know about COVID-19*.**

Am I required to wear a face cover?

The CDC recommends people wear a cloth face cover which covers the nose and mouth when in a community setting. This will help prevent people who may have the virus and do not know it from transmitting it to others. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html