Coronavirus (COVID-19) Site Response Plan
March 26, 2020
Updated: May 13, 2020
The safety and health of our employees and the general public is paramount. Enclosed is M.C. Dean’s Coronavirus (COVID-19) Response Plan, developed per CDC, WHO, OSHA, and other government and public health agencies’ guidance. M.C. Dean is continuously monitoring the status and effects of COVID-19, as it impacts the United States and the rest of the world. If there are any questions regarding this response plan, please reach out to M.C. Dean management, who will escalate them to the COVID-19 Rapid Response Team.

**COVID-19 Response Plan**

M.C. Dean has formed an integrated team, composed of safety, security, risk management, human resource, legal, and communication experts, called the Rapid Response Team. The Rapid Response Team, led by M.C. Dean’s Safety department, is working in lockstep with the Strategic Business Unit (SBU) leaders to address customer and employee questions and concerns. Please note, our escalation protocol for the Coronavirus is the same as any safety incident notification. Employees, customers, and partners should contact the M.C. Dean project leader and/or safety representative on the project site.

- The Rapid Response Team is continuously monitoring the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and other government agencies. The team will update M.C. Dean’s guidelines based on the most up to date information.
- Rapid Response Team and the M.C. Dean Executive Committee meet at 8 a.m. daily to review and address evolving COVID-19 issues.
- Weekly COVID-19 memos will be distributed from corporate through the Rapid Response Team, highlighting new information and company guidelines.
- Large gatherings have been replaced with small group meetings of 10 or less at project sites and offices. The project team will continue their daily ORMs in small groups practicing social distancing of six feet or more.
- All non-essential travel to Level 3 countries has been suspended. Individuals returning from Level 3 countries are self-isolating for 14 days. Employees are responsible for maintaining daily communication with their supervisors to track symptoms and report to the Rapid Response Team.
- Any employee who is not feeling well is instructed to stay home and monitor their symptoms. Employees are responsible for maintaining daily communication with their supervisors to track symptoms and report to the Rapid Response Team.
• As always, an emphasis on good hygiene and handwashing has been placed at each project location in conjunction with wiping down workstations and break areas on a regular basis.

• Employees can reference COVID-19 resource portal on M.C. Dean’s internal Intranet for any updates or to access CDC public health links. The resource portal will be updated as conditions change.

• CDC posters are placed at Operational Risk Management (ORM) locations and office sites, and throughout communal areas on the project, to alert employees about the spread of germs and COVID-19 symptoms.

Stop the spread of germs poster
English
Spanish

Symptoms of Coronavirus poster
English
Spanish
**Travel & Meetings**

The information contained in this section will cover travel, both international and domestic. As always, we anticipate this plan to grow and evolve as we track the spread of coronavirus. Any updates will be made by the SBU leads through a formal email to all project leaders.

**International Business Travel**
- All non-essential travel to Level 3 countries is prohibited. Check [CDC Warning Level 3 Countries](#) list.
- All non-essential travel to Level 3 countries has been suspended. Individuals returning from Level 3 countries are self-isolating for 14 days. Employees are responsible for maintaining daily communication with their supervisors to track symptoms and report to the Rapid Response Team.

**Domestic Business Travel**
- Employees and their SBU leaders shall work together to see if alternate travel is possible. (i.e. driving instead of flying).
- If the work can be done remotely, all steps will be considered before domestic travel is granted.
- If the work cannot be performed remotely, employees shall work with their SBU managers and the travel department.

**Business Meetings**
- Business meetings shall be limited to 10 people or less. These meetings will only include essential personnel.
- Employees shall join a meeting via video teleconferencing (VTC), Microsoft Teams, or Cisco Jabber, whenever possible. This includes employees who need to travel for a meeting on a project site.
- After each meeting, attendees shall wipe the conference room tables and chairs.
In alignment with the CDC guidance, M.C. Dean is taking the following precautions at the project sites.

- All project sites shall practice social distancing of six feet or more.
- All employees on project sites that permit cloth-based face covering must wear their own purchased or homemade face covering. A face covering is not a replacement for social distancing and personal/workplace hygiene. We will address any client restrictions or guidance on case-by-case basis.
- Weekly All Hands meetings have been suspended until further notice. All Hands meetings shall be coordinated and conducted in each daily ORM pre-task planning session. Daily ORMs and safety meetings shall be limited to 10 people or less.
- Clean and disinfect frequently shared tools and workstations. Do not use other employees’ equipment or work areas, when possible.
- Utilize fans, and open doors and windows to properly ventilate common areas and meeting spaces.
- Increase handwashing stations or the frequency of maintenance of these stations onsite.
- M.C. Dean has set up a hotline (1-888-MCD-SFTY) for employees to address COVID-19 questions and concerns. In response to the Coronavirus outbreak, our insurance providers Anthem, Kaiser, and Innovation Health have all waived the fees for telemedicine benefits. Telemedicine connects employees with a doctor whenever and wherever they want on a smartphone, tablet or computer. Employees must have active medical insurance through M.C. Dean to qualify for telemedicine benefits.
- Practice social distancing guidelines if you are using company truck, van, or bus:
**Company Truck**
- Only two people are allowed in the vehicle.
- Co-passenger is only allowed to sit in the rear passenger seat.
- Keep disinfectant wipes or spray inside the vehicle.
- Disinfect the vehicle after use.

**Company SUV**
- Only two people in a two-row vehicle. Three people if the SUV has a 3rd row seat.
- Keep disinfectant wipes or spray inside the vehicle.
- Disinfect the vehicle after use.
Company Van or Bus
- Co-passenger is only allowed to sit in the rear passenger seat.
- Disinfect the vehicle after use.
- Keep disinfectant wipes or spray inside the vehicle.
- Place *Do Not Sit* signs on all seats where passengers will not be permitted to sit.

Trailer / Office Guidelines
- All project meetings shall be limited to 10 people or less. Employees shall use virtual meeting tools, including phone, TEAMS, VTC or WebEx, in lieu of in-person meetings, whenever possible.
- Project teams shall clean and disinfect their shared workstations and equipment after use.
- Eliminate non-essential visits, such as job tours, vendor demos, etc.
- Maintain a daily approved visitor log. This log should include the date, time, and contact information of the visitor.
- Practice social distancing of six feet or more during team meetings and in common work areas.
Employees shall take their temperature at home or have their temperature taken using an infrared camera and answer a medical questionnaire to evaluate their current physical state before entering any job site or M.C. Dean ModularMEP™ Manufacturing Facility. Employees, who monitor their temperature at home, must update their supervisor if they have a temperature exceeding 100.4 degrees Fahrenheit. Any employee who has a temperature that exceeds 100.4 degrees Fahrenheit will not be able to access the job site until their temperature has broken for a minimum of 72 hours without medication.

Per the medical questionnaire, any employee who answers “Yes” to any of the three questions will be sent to the secondary evaluation area, where the designated onsite nurse will assess and determine if they are allowed on the job site.

**Medical Questionnaire**
- Have you, or a person you have been in close contact with, been diagnosed with COVID-19 within the last 14 days? (close contact is 6 feet or less for more than 10 minutes.)
- Have you experienced any cold or flu-like symptoms in the last 72 hours (to include fever, shortness of breath, cough, sore throat, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, or new loss of taste or smell)?
- Have you traveled internationally or to New York in the last 14 days?

**Infrared Camera**
The FLIR thermal imaging camera will be used to take your temperature.
# Risk Level Framework

In accordance with the [CDC guidelines](https://www.cdc.gov), M.C. Dean has implemented a risk framework that highlights the potential external and internal scenarios. The safety of our employees and the public is of paramount importance during this unprecedented time. While the guidelines are outlined below, they do not cover all the possible scenarios, any questions shall be directed to the Rapid Response Team.

<table>
<thead>
<tr>
<th>Level Green</th>
<th>Level Yellow</th>
<th>Level Orange</th>
<th>Level Red</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business as USUAL</strong></td>
<td><strong>Proceed with CAUTION</strong></td>
<td><strong>CAUTION &amp; RESTRICTIONS</strong></td>
<td><strong>Work from ALTERNATIVE SITE</strong></td>
</tr>
<tr>
<td>No impact on daily operations.</td>
<td>Normal work conditions in the field and office.</td>
<td>Some limits on office/site access for visitors and non-critical staff.</td>
<td>Office or project site closures or access issues necessitate work from alternate facility, site or home or complete in-field stoppages.</td>
</tr>
<tr>
<td>General emergency plans in place.</td>
<td>Personal hygiene and social distancing guidelines in place.</td>
<td>Mandatory hygiene and social distancing protocols.</td>
<td>Work gatherings severely restricted to critical sites.</td>
</tr>
<tr>
<td>Monitor government authorities on status change.</td>
<td>All meetings and gatherings proceed as usual.</td>
<td>Limitations on work gathering sizes and frequency. Alternative project site staffing plans and shifts.</td>
<td>No domestic or international travel. Emergency staffing and safe work protocols in M.C. Dean’s critical support facilities.</td>
</tr>
<tr>
<td>Travel bans to CDC Level 2 and 3 countries and any M.C. Dean orange or red office.</td>
<td>No restrictions on domestic or inter-country travel in the U.S. (discretion of SBU leader).</td>
<td>Restrictions on non-essential travel. Directives for online meetings and video conferencing.</td>
<td>M.C. Dean broadly applies stricter rules than local government health authorities.</td>
</tr>
<tr>
<td>M.C. Dean closely follows local government health authority guidelines (i.e. travel, self-monitor/self-isolation of potential victims).</td>
<td></td>
<td>Rescheduling of non-critical internal and external meetings.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Potential team-splitting across multiple sites.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.C. Dean selectively applies stricter rules than local government health authorities.</td>
<td></td>
</tr>
</tbody>
</table>
**Ordering Guidance for COVID-19 Face Coverings & Cleaning Supplies**

M.C. Dean has set up an internal ordering system for the distribution of COVID-19 supplies. Project leaders, superintendents, and foremen may fill out the [M.C. Dean COVID-19 PPE Order Form](#) to place an order. Cleaning supplies can be ordered through our POL system. For more information, contact the [Rapid Response Team](#).

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Recommended use</th>
<th>Reuse</th>
<th>Life Span</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cloth-based Face Covering</strong></td>
<td>Easily made from household items, such as bandana. See CDC instructions on how to make your own.</td>
<td>When social distancing cannot be maintained. Only to reduce spread when coughing and sneezing.</td>
<td>Wash with detergent and hot water after each use or at least daily.</td>
<td>Multiple use</td>
</tr>
<tr>
<td><strong>Surgical Mask</strong></td>
<td>Flat, rectangular, and made of thin, paper-like material. This mask fits loosely around the nose, mouth, and chin.</td>
<td>Projects that require more than a cloth-based face covering. When social distancing cannot be maintained. Only to reduce spread when coughing and sneezing.</td>
<td>Single use</td>
<td>Single use</td>
</tr>
<tr>
<td><strong>KN95</strong></td>
<td>Filtering facepiece &quot;disposable respirator.&quot; Similar to N95. It is made of an electrostatic, non-woven fabric. This mask is FDA authorized.</td>
<td>Projects that require more than a cloth-based face covering for known close contact work. Reduce spread when coughing and sneezing, and provides a filtering facepiece.</td>
<td>Steam for 10 minutes. Bake at 170 degrees in an oven for 30 minutes. Store in a closed paper bag when not in use.</td>
<td>Light use: Office, non-physical work - 5 days. Heavy use: Physically intensive fieldwork - 1-2 days.</td>
</tr>
<tr>
<td><strong>Hand Sanitizer</strong></td>
<td>Alcohol-based liquid, gel, or foam. It is used as an alternative where soap and water are not available.</td>
<td>Mobile and field crews that do not have access to handwashing stations. Handwashing is recommended where handwashing stations are available.</td>
<td>Clean pumps between users.</td>
<td>A 4-ounce bottle lasts a single worker for approximately 14 days, moderate use.</td>
</tr>
<tr>
<td><strong>Nitrile Gloves</strong></td>
<td>Protection of the hands, while performing tasks involving chemicals or cleaning procedures.</td>
<td>Not recommended for daily use. Only for cleaning common areas and potential exposure areas.</td>
<td>Single use</td>
<td>Single use</td>
</tr>
<tr>
<td><strong>Bleach &amp; Disinfectants</strong></td>
<td>Use bleach mix and various disinfecting sprays for cleaning common areas, equipment, materials, and surfaces. To make your own disinfecting bleach mix: Mix 5 tablespoons (or 1/3 cup) bleach per gallon of water, OR 4 teaspoons bleach per quart of water.</td>
<td>Cleaning common areas, work stations, high-touch points, and tools.</td>
<td>As needed</td>
<td>As needed</td>
</tr>
</tbody>
</table>
Employee Decision Tree Matrix

Decision Trees

Original COVID-19 Decision Tree

![Decision Tree Diagram]

NEW Decision Tree based on CDC Critical Infrastructure Guidance as of April 8

This reflects **CDC Guidance updated on May 3** specific to critical infrastructure workers.

![NEW Decision Tree Diagram]
Exposure Protocol
Original CDC Guidance for the Workplace

NEW CDC Critical Infrastructure Guidance as of April 8
Tested Positive for COVID-19

The guidelines outlined in this section will highlight the steps a project and an office will go through if an employee tests positive for COVID-19. M.C. Dean will always reference the CDC guidelines for cleaning and disinfecting the area. Any changes to these guidelines will be sent by notification from the Rapid Response Team.

- The employee shall be isolated to the area they are in currently.
- Any individuals working with the employee shall also be isolated and all parties will follow social distancing rules.
- The general contractor/client shall be notified.
- Remove the employee who tested positive for a minimum of 14 days.
- Employees who are sick with non-COVID-19 related symptoms (fever, cough, shortness of breath, cough, sore throat, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, or new loss of taste or smell). They shall proceed under normal M.C. Dean operating guidelines and return to work after 48-hours symptom free without aid of medication.
  - If you are experiencing COVID-19 related symptoms and/or have been exposed to someone who is COVID-19 positive, you must follow the CDC exposure protocol related to your job site (federal projects follow new CDC guidance, most commercial projects follow original 14-day CDC guidance).
- Employees who had a contact with a third-party person who has been in contact with a person who is COVID-19 positive shall return to work and monitor symptoms.
- Close off the area used by the sick person and wait as long as practical before clean-up and disinfection efforts begin. Open doors and windows to increase air circulation in the area. If possible, wait 24 hours before beginning cleaning and disinfection.
- Touched surfaces shall be cleaned using a detergent or soap and water PRIOR to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70 percent alcohol, and most common EPA-registered household disinfectants should be effective.
- Cleaning staff shall clean and disinfect all areas used by the sick person. They should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
• Gloves shall be removed after cleaning a room or area occupied by a sick person. **Wash hands** immediately after gloves are removed.
• Any breaches in PPE shall be reported immediately to the supervisor.
Guidelines to return to work following positive COVID-19 test

Employees may return to work once they have met the CDC guidelines on how to discontinue home isolation. Link

For Persons with COVID-19 Under Isolation:

The decision to discontinue home isolation for persons with confirmed or suspected COVID-19 should be made in the context of local circumstances. Options include a symptom-based (i.e., time-since-illness-onset and time-since-recovery strategy) or a test-based strategy. Of note, there have been reports of prolonged detection of RNA without direct correlation to viral culture.

1). Symptom-based strategy

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since symptoms first appeared.

2). Test-based strategy Previous recommendations for a test-based strategy remain applicable; however, a test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.
## Important Resources

<table>
<thead>
<tr>
<th>CDC: COVID-19</th>
<th>M.C. Dean POCs</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Travel Health Notices</td>
<td>First Point of Contact</td>
</tr>
<tr>
<td>• Prevention Measures</td>
<td>Site Project Lead/Supervisor</td>
</tr>
<tr>
<td>• Symptoms and Risks</td>
<td>and/or Safety Representative</td>
</tr>
<tr>
<td></td>
<td>Rapid Response Team</td>
</tr>
<tr>
<td>Site Posters</td>
<td>Timesheet Hotline</td>
</tr>
<tr>
<td>Stop the spread of germs poster</td>
<td>1-888-MCD-TIME</td>
</tr>
<tr>
<td>English + Spanish</td>
<td></td>
</tr>
<tr>
<td>Symptoms of Coronavirus Disease 2019</td>
<td>COVID-19 Resource Portal</td>
</tr>
<tr>
<td>English + Spanish</td>
<td>Intranet Resource Page</td>
</tr>
</tbody>
</table>

**Stop the spread of germs poster**

**Symptoms of Coronavirus Disease 2019**