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Pat Munger Construction Company, Inc.'s COVID-19 Policy and Procedures Outline
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This Policy and Procedures Outline is the “Living Document” portion of Pat Munger Construction Company, Inc.’s Pandemic Preparedness Plan, pertaining specifically to the COVID-19 pandemic. This document is reviewed, revised, and re-distributed on an ongoing basis. The Leadership Team is meeting regularly to stay on top of recommendations from regulatory agencies, review issues, and make any changes necessary to protect the health and safety of our employees, subcontractors, business associates, and customers. All actions are based on current information provided by the Centers of Disease Control & Prevention (CDC), local and state Departments of Health (DOH) and government directives.

Personal Precautionary Measures

- **Practice proper hand washing-** (wash hands with soap and water for 20 seconds – If hand washing is not an option, use 60% alcohol hand sanitizer and rub into hands until dry.
- **Practice proper hygiene** – Use tissues and dispose of them properly, cover mouth/nose when coughing or sneezing, keep hands away from the facial area.
- **Disinfect work areas frequently** – Use disinfectant wipes or cleaners to clean work surfaces, door handles, phones, etc.
- **Refrain from handshaking and maintain 6-foot space separation from others** whenever possible.
- **Avoid public spaces and group gatherings** whenever possible.

- **Stay home from work if you are sick.** COVID-19 symptoms include fever, cough, and shortness of breath.
- **Notify your physician or call the 24/7 Hotline at 2-1-1 immediately** if you are experiencing any of the symptoms of COVID-19.
- **Return to work only when authorized by David or Pam DeMaio.** We will authorize your return to work when all current CDC recommended procedures for post-illness recovery are met, including being fever-free at least **72 hours** without the use of a fever-reducing medication.
- **Notify Mike Koziy and/or Pam DeMaio immediately** if you will not be at work for any reason.
- **Notify Project Manager and/or Pam DeMaio immediately** if you believe you have been exposed to someone with COVID-19.

Company Precautionary Measures

- **Informational and Directive Signage** is posted within our Corporate Office and Shop areas, and at all Munger jobsites.
- **All Job Meetings are being conducted using remote access technology,** as opposed to face-to-face meetings, until further notice. Please contact associated Project Manager with any questions.
- **All other meetings with anyone outside of Munger are being conducted using remote access technology,** as opposed to face-to-face meetings, unless authorized by Munger Leadership.
- **Office Staff are working remotely as of March 24, 2020.** Each department is holding daily phone conferences to remain up to date. All phone messages are being answered promptly. All meetings are being conducted using remote access technology.
- **Munger Employees and Temporary Workers are not reporting to the Shop for Monday Morning Meetings until further notice.** Information is being distributed via email, mail, and/or phone.
- **Field Employees are not entering the Munger Shop and/or Office areas.** Information will be provided via phone and material delivery will be coordinated by Munger Leadership.
- **Restricted access to the Munger Offices, Shop, and all job trailers is enforced at all times.** Receptacles for dropping off items are located outside building entrances.
- **All subcontractors have been informed** that information will be communicated via email or phone, and all checks will be mailed as opposed to personal pick up.
- **Routine cleaning of all frequently touched surfaces in the workplace/jobsites (such as door handles, handrails, countertops, workstations, all common break/lunch areas), and all Munger vehicles is strongly enforced.** Munger is supplying cleaning and disinfectant products and/or reimbursing Project Supervisors for the purchase of such items.
- **Provisions for handwashing are available in the workplace and on all Munger jobsites.** Every effort will be made to secure adequate amounts of hand sanitizing products.

- **No communal food** will be permitted on the project site until further notice.
- **Social Distancing requirements must be met. Maintaining at least a six-foot social distance from other individuals is a project requirement.** Special attention should be made to limit the number of individuals in close contact or in small, confined spaces so that the maximum amount of space between individuals can be maintained. This includes work areas/activities and break time spaces/activities.

Company Practices

- **Anyone who tests positive for COVID-19 or has symptoms of acute respiratory illness as outlined by CDC (cough, shortness of breath, fever of 100.4 degrees F or higher)** must notify David DeMaio, Pam DeMaio, or Mike Koziy immediately and are required to stay home and not come to work until all CDC recommended procedures for post-illness recovery are met, including (but not limited to) being fever-free at least **72 hours**, without the use of a fever-reducing medication, **AND** symptoms have improved for at least **72 hours**, **AND** at least seven (7) days have passed since the symptoms first began. Return to work must be approved by David or Pam DeMaio.
- **Anyone who is directly exposed to someone known to have tested positive for COVID-19, or who exhibited symptoms of acute respiratory illness as outlined by CDC,** must notify David DeMaio, Pam DeMaio, or Mike Koziy immediately and must stay home from work for 2 weeks (14 days). (this includes weekend days)
- **Anyone returning from a trip, especially to an area with widespread or ongoing community spread of COVID-19,** must notify David or Pam DeMaio immediately. Employees may be directed to stay home from work for 2 weeks (14 days – including weekends days)
- **Anyone working on or wishing to gain access to a Munger jobsite must complete and sign the COVID-19 Daily Survey** before entering the jobsite. Project Supervisors may deny access to individuals at their discretion.
- **Anyone who arrives at the Corporate Office/Shop areas and/or Munger jobsites, exhibiting acute respiratory illness symptoms as outlined by CDC, or who appears to have developed any of these symptoms during the work day** will be separated from other employees and sent home immediately.
- **Munger Construction will immediately notify all subcontractors, customers, and/or business associates** if anyone in Munger Construction tests positive or exhibits acute respiratory symptom for COVID-19 as outlined by CDC, or has encountered someone known to have tested positive for COVID-19.
- **All subcontractors, customers, and business associates are asked to notify Munger Construction immediately** if anyone in their business tests positive or exhibits acute respiratory symptom for COVID-19 as outlined by CDC, or has encountered someone known to have tested positive for COVID-19.
- **Munger recognizes the possibility of potential Project shut downs** resulting from illness, Customer requirements, an Executive Order, and/or the recommendation of the

CDC, local, state, or federal health organizations. In the event of a Project shut down or temporary suspension of operations, information will be communicated to all parties involved on the Project immediately.

- **Anyone who has the capability to work remotely** will be expected to do so with the understanding that not all tasks may be able to be performed remotely. Work capabilities and hours may be affected.
- **Any full time Munger employee who is unable to work because of:**
 - A positive diagnosis of Covid-19
 - An inability to work remotely when caring for a family member with COVID-19
 - An inability to work remotely when caring for children unable to attend school because of mandatory school closings because of COVID-19
 - An inability to work remotely during the 14-day isolation period following exposure to someone with a positive diagnosis of COVID-19
 - An inability to work because of jobsite closures or executive directives related to COVID-19.

will be compensated up to 2 weeks (10 work days) of wages during the COVID-19 Pandemic Period identified by the Center for Disease Control (CDC). (This will **NOT** be subtracted from your personal paid time off [PTO] hours). PTO may be used for extended absences beyond 2 weeks.

- **All Paychecks/Direct Deposit pay stubs will be mailed out** on Wednesday each week until further notice. Please remember the checks are not active until the Friday date of each week.
- **All company policies and practices are being reviewed and revised by the Munger Leadership Team** on a daily basis, throughout the entire COVID-19 Pandemic Period.
- **Updates and information are being communicated to all employees** on a daily basis.
- **Please leave cell phones on and check emails on a daily basis.** This is how important updates and information will be communicated.
- **Periodic Updates and Information will be distributed through social media and on Munger's website** (Click the Resources tab at the top right and select – Current News from the drop-down menu)