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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 headache, fever, cough, sore throat, and shortness of breath. Some gastrointestinal issues may also occur.
- **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 but not limited to, being fever-free at least 72 hours without the use of a fever-reducing medication, improvement in symptoms for a minimum of 72 hours, and a minimum of 7 days have passed from the date the first symptoms occurred.
- **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. **Executive orders and information will also be distributed via email to all employees.**
- **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/email and material delivery will be coordinated by Munger Leadership.
- **Restricted access to the Munger Offices, Shop, and all jobsites is enforced at all times.** Receptacles for dropping off items are located outside building entrances.
- **Jobsite entry must be approved by the Project Supervisor.** All jobsites are secured. No one is allowed on the jobsite without authorization by the Project Supervisor. Prior to being granted access to the jobsite everyone must complete the screening process, including but not limited to, completing and signing the COVID-19 Daily Survey. Project

Supervisors may deny access to individuals at their discretion. Project Supervisor contact information is posted at the entrance to all jobsites.

- **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) bathrooms and porta-lets, 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 is being 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.
- **In addition to required PPE, face coverings and gloves must be worn at all times on Munger jobsites and inside common Corporate office spaces.** Access will be denied if proper face coverings and gloves are not being used. It is each individual's responsibility to provide their own safety items.

Company Practices

- **Anyone who tests positive for COVID-19 or has symptoms of acute respiratory illness as outlined by CDC (cough, shortness of breath, headache, 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, of any kind** 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 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.

- **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 Construction will immediately notify all employees and related subcontractors, customers, and/or business associates** if anyone in Munger Construction tests positive or exhibits acute respiratory symptoms for COVID-19 as outlined by CDC, or has encountered someone known to have tested positive for COVID-19.
- **Munger reserves the right to shut down a project and deny access to any and all Munger jobsites, due to possible exposure and/or other COVID-19 related issues.**
- **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 or telework because of:**
 - A positive diagnosis of Covid-19, a “Presumed Positive” diagnosis of COVID-19 by a health care provider, or experiencing COVID-19 symptoms and seeking a medical diagnosis
 - Has been advised by a health care provider and/or Munger Construction to self-quarantine related to COVID-19
 - Is caring for a family member with COVID-19 or related symptoms or caring for someone unable to care for themselves
 - Is caring for children unable to attend school because of mandatory school/daycare closings because 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. **Part time workers are eligible for a prorated amount of compensation for the above noted reasons, based on their average weekly work hours.**

- **All Paychecks/Direct Deposit pay stubs will be mailed directly to each employee** 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.
- **Munger's Safety Coordinator is sourcing/supplying safety and cleaning products, monitoring jobsite safety, and educating all Munger employees on proper safety precautions on a daily basis.**
- **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)