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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 meets 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

- **Vaccination against COVID-19 is strongly encouraged.**
- **Practice frequent, proper hand washing-** (wash hands with soap and water for 20 seconds – If hand washing is not an option, use minimum 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 (but may not be limited to) headache, fever, cough, sore throat, and shortness of breath. Some gastrointestinal issues may also occur.
- **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, or exposure are met.
- **Notify Mike Koziy (Manpower Manager) and/or Pam DeMaio (Human Resources) 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.
- **Whenever possible, Job Meetings are being conducted using remote access technology,** as opposed to face-to-face meetings. Please contact associated Project Manager with any questions.
- **Whenever possible, 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.
- **Some office Staff are working remotely.** Each department is holding regular phone conferences to remain up to date. All phone messages are being answered promptly.
- **Munger Employees and Temporary Workers are not reporting to the Shop for Monday Morning Meetings until further notice.** Monday Morning meetings are held at 7:00 am via Zoom. Information is also being distributed via email, mail, and/or phone.
- **Restricted access to the Munger Offices, Shop, and all jobsites is strictly enforced at all times.** Receptacles for drop off/pick up of 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 securing and supplying cleaning and disinfectant products.
- **Provisions for handwashing and/or adequate supply of hand sanitizers are available in the workplace and on all Munger jobsites.**

- **Social Distancing (maintaining at least a six-foot distance from other individuals) should be followed as much as the project will allow.** 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 safety PPE, face coverings must be worn when working in close contact with others inside on Munger jobsites, and inside common Corporate office spaces. Face coverings are required inside regardless of whether you are fully vaccinated or not. You must have a proper face covering with you at all times.** Access will be denied if proper face coverings are not being used.
- **Specific Customer COVID Requirements must be followed at all times.** Project Supervisors/Project Managers will provide updated information on specific Customer workplace requirements, and post requirements at jobsite entrances.

Company Practices

- **Anyone who tests positive for COVID-19 or has symptoms as outlined by CDC including (but not limited to) cough, shortness of breath or difficulty breathing, headache, fever of 100.4 degrees F or higher, chills, muscle pain, sore throat, new loss of taste or smell, and {less common} - gastrointestinal symptoms)** must notify David DeMaio, Pam DeMaio, Michael Cormier Sr. (Director of Operations), or Mike Koziy immediately, and institute self- quarantine measures. Employees may return to work when they have either provided proof of a negative test for COVID-19, **OR** have been released to return to work by a physician or medical provider, **OR** have met CDC recommended procedures for post-illness recovery. 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 exhibits symptoms as outlined by CDC,** must notify David DeMaio, Pam DeMaio, Michael Cormier, SR., or Mike Koziy immediately. Anyone with proof of full vaccination may not be required to self-quarantine. All others will not be allowed to return to work until current CDC COVID-19 Exposure recommendations are met.
- **Anyone who has had direct contact with a person under quarantine or investigation for COVID-19 (including awaiting test results),** must notify David DeMaio, Pam DeMaio, or Mike Koziy immediately and follow the same procedures listed in the above bullet point.
- **Anyone returning from a trip, of any kind** must notify David or Pam DeMaio immediately. Employees will be directed to follow all current CDC and State of CT travel restrictions prior to returning to work.
- **Anyone who arrives at the Corporate Office/Shop areas and/or Munger jobsites, exhibiting any illness symptoms, or who appears to have developed any illness 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 any Munger employee has been directly exposed to one of

their employees who tests positive or exhibits symptoms for COVID-19 as outlined by CDC, or has had direct contact with someone under quarantine/investigation for COVID-19. **Observance of all ADA and HIPAA Privacy Rule requirements must be upheld at all times when releasing information.**

- **Munger Construction will immediately notify all employees and related subcontractors, customers, and/or business associates who may have had direct contact with** a person who tests positive or exhibits symptoms for COVID-19 as outlined by CDC, or who is under quarantine or investigation for COVID-19 related issues. **Observance of all ADA and HIPAA Privacy Rule requirements must be upheld at all times when releasing information.**
- **Any subcontractor who is out for COVID related reasons** may not return to work on any Munger jobsite until they have either tested negative for COVID-19, **OR** have been released to return to work by a physician or medical provider, **OR** have met CDC recommended procedures for post-illness recovery.
- **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** may be required to do so with the understanding that not all tasks may be able to be performed remotely. Work capabilities and hours may be affected.
- **All live paychecks will be mailed directly to each employee** until further notice. Employees may view their individual direct deposit pay stubs by visiting www.Paychex.com and setting up a personal log-in to access their personal payroll information. 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 an ongoing 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 an ongoing basis.**
- **Updates and information are being communicated to all employees on an on-going basis.**
- **Please leave cell phones on and check emails on a daily basis.** This ensures continued communication of important updates and current information.
- **Periodic Updates and Information will be distributed to Munger subcontractors, customers, and business associates 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)