



**MONTGOMERY  
COLLEGE**

Takoma Park/Silver Spring Campus  
Catherine and Isiah Leggett Math and Science Building

Dear Neighbors,

I hope you and yours are doing well as can be expected and staying safe during these uncertain times. In March, Montgomery College moved to remote teaching, learning and operations. We continue to work on the challenges presented by this pandemic and new environment.

The following *COVID-19 Remobilization and Ongoing Operations Guidelines* from Barton Malow Company (BMC) details how they are working on the Catherine and Isiah Leggett Math and Science building, and their standard of operations across the country. They are following local, state, and federal regulations. If any regulations change, the College will post BMC's updated guidelines. They are working with every precaution to ensure that the safety of their team and the safety of our shared neighborhood remains their highest priority.

The College will continue to monitor all public health directives and the operations of BMC.

We are grateful for our staff, students, and alumni who are helping our community during this pandemic. MC is proud to be here when the community needs us and, together, we will continue to stay #MCstrong during this crisis.

If you have any questions, please call our hotline at 800-879-9879 or email [community@montgomerycollege.edu](mailto:community@montgomerycollege.edu).

Sincerely,

Dr. Brad J Stewart  
Vice President and Provost  
Takoma Park/Silver Spring Campus

**MONTGOMERY COLLEGE CATHERINE & ISIAH  
LEGGETT MATH AND SCIENCE**

**BALTIMORE, MD OFFICE**

**COVID-19**

**Remobilization + Ongoing Operations  
Guidelines**

April 1, 2020



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## **Introduction**

As COVID-19 (“Coronavirus”) continues to spread throughout North America, Barton Malow’s goals continue to be to keep our Team Members, clients and partners safe; ensure business continuity for our customers; and do our part to slow the spread of the virus. We have developed these Operations Guidelines (“Guidelines”) to ensure our on-going operations and, where appropriate, remobilization activities, are consistent with guidance and requirements issued by federal, state, county and municipal authorities. In case of any conflict between any of the foregoing guidance or requirements, the strictest shall apply.

## **Executive Order Requirements**

### **Federal**

All Team Members can find information on Coronavirus through the Center of Disease and Control’s (“CDC”) website:

<https://www.cdc.gov/Coronavirus/2019-ncov/index.html>

### **State**

All Team Members can find information issued by the state with jurisdiction over this jobsite or office location on the state’s website:

<https://www.maryland.gov/Pages/default.aspx>

### **County and Municipal**

All Team Members can find information issued by the county and/or municipality with jurisdiction over this jobsite or office location on their website:

<https://montgomerycountymd.gov/HHS/RightNav/Coronavirus.html>



## Owner Requirements

If applicable, all Team Members can find information issued by the Owner on their website. <http://mcblogs.montgomerycollege.edu/tpss-math-science-building/>

## Barton Malow Requirements

### On-Going Operations

If this jobsite or office **has not** been closed temporarily as a result of Federal, State, County/Municipal or Owner Requirements on-going operations will be modified as documented herein.

### Safe to Work

The following criteria apply to all Barton Malow Team Members, Subcontractors, Vendors, Suppliers, Consultants, and Agents working directly for or on behalf of Barton Malow jobsites or offices. Each of them should be reviewed and implemented to the maximum extent practical or as required by the authority having jurisdiction over your jobsite or office location.

### Breaks and Lunches

- Food truck service will be suspended until further notice.
- No food should be consumed on a jobsite site or in an office (regardless of whether it is an office in a building or a job-site trailer). Lunchrooms and break rooms are closed.
- Only personal water containers will be allowed.
- On jobsite sites, unless otherwise allowed by an authority having jurisdiction, breaks and lunches will be conducted in Team Member's personal vehicles.
- In office settings individual breaks and lunches will be conducted in single-occupant offices or cubicles.

### Deliveries

- Delivery tickets should be dropped in collection box on the jobsite or outside the office, away from others.
- Disinfect your deliveries per manufacturers' recommendations.

## **Essential Persons**

- No Team Members shall be at the jobsite or office unless deemed essential consistent with the Executive Order(s).
- Persons and entities deemed essential by Barton Malow will be notified consistent with the Executive Order.

## **General**

- Work at the jobsite or office is voluntary for all persons. No persons will be forced to work at the jobsite or office.
- All persons must maintain 6 feet social distancing protocols at all times. Work scopes that are not feasible to achieve this must not proceed without the use of additional PPE such as a CDC recommended mask and a full-face shield.
- All persons shall practice sound hygiene practices as recommended by the CDC specific to the prevention of the spread of COVID-19.

## **Jobsite or Office Logistics**

- (2) Hand wash stations with soap, water, and paper towels have been added to the site for consistent handwashing.
- Currently we have one contractor on site (Barco, responsible for abatement), with no more than 10 workers at a time. Contractor staff is working in full PPE, per their abatement guidelines and is utilizing social distancing at all times. Workers also utilize their own wash station after leaving the containment.
- Portable restrooms are being cleaned (2) times a week to increase cleanliness.
- Barton Malow field office trailer is being sanitized and cleaned daily. Barton Malow staff is rotating to minimize exposure between personnel. Project staff that are not on site can always be reached via phone or computer access.
- Coronavirus signage has been posted on the site.
- Single occupant offices or cubicles should not be shared unless cleaned and staggered use is scheduled.
- Elevators and buck hoist operations will be limited to single occupants or material transfer only.
- Dedicate separate stairwells for up and down traffic.
- Spray down or clean hard surfaces like handrails and portable toilets with diluted bleach water solution in accordance with the CDC's recommendations.

## **Meetings**

- All meetings should be conducted virtually if possible.
- The Plan of the Day ("POD") will be held via phone. The POD boards and take photos for distribution.
- The Work Package Planner ("WPP") meetings will be held via phone.
- The weekly all-hands safety meeting will be suspended. Important safety topics and messages will be disseminated via crew leadership.
- Separate muster areas will be established for each crew to discuss the daily work plan and complete the Pre-Task Safety Plan ("PTP"). A designated person shall verbally confirm with each

employee in their crew that they understand and agree with what is on the PTP and sign their name to the form.

## **Orientations**

- All jobsite orientations must be coordinated at least 24-hours in advance of orientation. The number of people allowed in any orientation will be limited to ensure proper social distancing.
- At no time shall orientations be greater than federal/state executive orders.
- Multiple orientations may be required in each day.
- The table and chairs used for orientations shall be wiped down before and after each orientation.
- When multiple orientations are required in each day, an outdoor muster area shall be identified.
- Hiring supervisors shall stagger hiring dates to limit large influxes of persons on any given day.
- Hand sanitizer shall be made available at the orientation.
- All pens used for the purpose of completing paperwork shall be sanitized prior to distribution and after use.

## **Personal Responsibilities**

- Ride sharing is discouraged.
- Cover your mouth and nose with the inside of your elbow when coughing or sneezing.
- Avoid touching your face.
- Encourage frequent hand washing with soap and the use of hand sanitizer. Before and after break and lunch.
- Personal Protective Equipment (“PPE”) now includes hand sanitizer, disinfecting wipes, and tissues.
- No sharing of PPE (including face shields and masks).
- Tools and equipment (including radios) must be cleaned between uses. See manufacturers’ recommendations for cleaning instructions.
- At the beginning/end of the shift the equipment shall be disinfected including wiping down of the door handles, seat, windshield, steering wheel or controls, levers, joysticks, switches buttons and other components commonly used to operate the equipment.

## **Recommendations for Returning Home\***

- Demonstrate personal hygiene as if you had contacted a person who is positive for COVID-19.
- When possible, use a separate vehicle to travel to and from work. Sanitize that vehicle upon returning home from work and use a different vehicle if traveling with family for essential home-life functions.
- Upon entering the household, attempt to touch as few surfaces as possible, disinfect those that you must touch.
- Proceed into the home, disrobe and shower immediately before making close contact with loved ones.
- Monitor your health and the health of co-habitants closely. Seek medical attention and advice from local health departments if you or someone in your household is feeling ill or starts to show published signs or symptoms of COVID-19.
- Do not return to work the following day if you or a co-habitant is feeling ill or starts to show published signs or symptoms of COVID-19.

\*While Barton Malow has no authority over the home-life of persons on the site we recommend the following safe practices when returning home to family and co-habitants

## **Temporary or Permanent Restroom Facilities**

- Regular cleaning of portable toilets and restrooms will be increased.
- Increase number of hand wash and sanitizing stations will be provided.
- Persons should wipe the handles and locks to restroom facilities before and after use.

## **Travel and Large Group Meetings**

- All "non-essential" travel is cancelled through May 1, 2020.
- All meetings are encouraged to be conducted online. If an in-person meeting is held, all attendees are required maintain 6 feet of social distance.
- Define size of acceptable in-person meetings

## **Visitors**

- All visitors to the jobsite/office will be required to complete a jobsite or office COVID-19 (Coronavirus) Questionnaire. Due to changing conditions, this questionnaire is frequently updated. See a Barton Malow Team Member for the most updated form.

## **Work from Home**

- Work from home options may be available if you are uncomfortable reporting to your usual work location or have a compromised immune system. See your manager.

## **Admission to a Barton Malow Jobsite or Office**

### **Screening Protocols**

- In the event federal, state, county or municipal agency or Owner requires temperatures to be taken prior to entering a jobsite or office, a third-party medical care provider must be retained to do so pursuant to a Professional Services Order.
  - If Federal, State or County are requiring, Barton Malow will hire a third-party medical care provider to perform this work using a Professional Service Order.
  - If an Owner is requiring, the Owner will hire a third-party medical care provider to perform this work.
  - Barton Malow will need to develop a site-specific support (logistics) plan subject to approval by Business Unit Leader.
- Unless required by an Owner or a governmental authority having jurisdiction, Barton Malow will not be taking the temperatures of anyone prior to their entering one of our jobsites or offices. However, we are following the CDC's recommendations.
  - Team Members who have been sick with a severe cold, flu or other illness excluding COVID-19 must remain home until they are free of symptoms, without the use of medication, including fever-reducers, for at least 24 hours.



- Team Members who believe they may have had exposure to someone with a confirmed case of COVID-19 are not required to self-isolate at home. Those Team Members should seek guidance from their healthcare providers if they have concerns.
- Team Members who have been directly exposed to someone with a confirmed case of COVID-19, symptomatic or not, or who are self-isolating at home should seek guidance from their healthcare providers and remain in self-isolation for 14 days following exposure and return to work only if they are not experiencing symptoms (i.e., no fever, cough or shortness of breath) after that time.
- Team Members who have tested positive for the COVID-19 virus should notify their supervisor and immediately self-isolate and contact their healthcare professionals and follow the CDC's protocols.
- All Team Members should check themselves for symptoms of COVID-19 (i.e., fever, cough, or shortness of breath) before traveling to work, notify their supervisor and stay home if they are sick.
  - All Team Members should check themselves for symptoms and take their own temperature prior to leaving for work. Any temperature over 100.4 F, absent fever reducers, is considered feverish.
  - All Team Members should text their immediate supervisors each morning to confirm, "I have reviewed the CDC's website for symptoms of COVID-19 and do not believe I have any and do not have a fever that exceeds 100.4 F."
  - If any Team Member cannot confirm the foregoing, he or she should not report to work on a jobsite or in an office.
  - If any Team Member can confirm the foregoing, he or she should report for work in the normal course.
  - Each Barton Malow supervisor will issue a note (either in an email or by letter) for the file for their direct reports that states,

*Date*

*Re : COVID-19 Self Assessments*

*To whom it may concern,*

*The following employees have self-reported that they have each reviewed the CDC's website for symptoms of COVID-19 and do not have fevers of 100.4 F or more this morning:*

- *Frank Johnson*
- *Sally Smith*
- *Bob Williams*

*David Brown*

*Supervisor*

- Subcontractors are required to issue a similar communication by email or letter for all of their employees who will be on your jobsite prior to beginning work. This communication should be submitted to the Barton Malow designee responsible to record this information.

These documents should be recorded and tracked as any other submittals and any subcontractors who fails to provide these are not be permitted on the jobsite.

*Date*

*Re : COVID-19 Self Assessments*

*To whom it may concern,*

*The following employees have self-reported that they have each reviewed the CDC's website for symptoms of COVID-19, do not believe they have any and do not have fevers of 100.4 F or more this morning:*

- *Frank Johnson*
- *Sally Smith*
- *Bob Williams*

*David Brown*

*Supervisor*

*Subcontractor Company Name*

- All jobsite and office visitors (i.e., not Barton Malow Team Members or subcontractor personnel who access our locations daily) should complete the COVID-19 (Coronavirus) Questionnaire included in these guidelines below.
  - If a visitor replies "yes" to any of the questions, you should deny them access to the jobsite and state, "Due to extra precautions we have in place for COVID-19, we are unable to allow you access to the jobsite." If you need assistance removing the visitor from your jobsite, please contact your jobsite or safety leader for assistance.
  - Completed Jobsite Visitor Questionnaires should be retained in jobsite files until further notice.



## Coronavirus Site-Specific Emergency Action Plan

**PROJECT:** Montgomery College Science & Math Center

In the event of a suspected COVID-19 exposure, the effected employee shall be asked to move away from other workers (self-isolation). They should then be directed to leave the project site and contact their primary care physician for further instruction/testing/evaluation.

BMB Superintendent to contact BMB Project Director David Coleman and Sr. Safety Professional Ryan Monahan. At that time David Coleman will contact the College. Project team will await direction as to a shut-down/evacuation decision.

### **Contact List:**

Superintendent – Allen Turnbaugh – 443-623-0528 [allen.turnbaugh@bartonmalow.com](mailto:allen.turnbaugh@bartonmalow.com)

Project Director – David Coleman – 443.248.4791 [david.coleman@bartonmalow.com](mailto:david.coleman@bartonmalow.com)

Sr. Project Safety Professional – Ryan Monahan – 443.386.4945

[ryan.monahan@bartonmalow.com](mailto:ryan.monahan@bartonmalow.com)

In the event a decision is made to shut-down all work or evacuate the project site, the following steps should be taken and verified by BMB Superintendent:

- Complete a video/photographic survey of the site and building for record
- Secure site fencing and perimeter
- Secure temporary building/site lighting
- Secure any temporary or permanent utilities
- Secure/remove all combustible materials and flammables
- Secure all on-site equipment and materials
- Obtain all outstanding subcontractor documentation
- Subcontractors to secure/remove all tools and personal items from the project
- Establish essential staffing (i.e. each subcontractor Super/Foreman and laborers) to facilitate all the above

**On site command center location:** Field office trailer

## Investigation and Communication (Supersedes Crisis Communication Plan)

Please utilize this guide to ensure proper investigation and communication of a possible or confirmed diagnosis of COVID-19 for a Team Member or other worker at our jobsites or offices who approaches you to self-report a confirmed exposure or infection.

- Isolate yourself and the reporting person from others during the investigation.
- Maintain 6 feet of social distance.
- Engage your local Project Manager, Project Superintendent, HR Business Partner and Safety Professional.
- Assign one of the above to communicate with:
  - Project Director and Business Unit Leader;
  - Safety Leadership for your company;
  - Human Resources Leadership for your company;
  - BMH Safety (Vice President of Safety and Risk Management, Neal Morton, 248.721.1024); and
  - BMH People + Culture (Director of Human Resources, Lisa Tolbert, 248.794.5606 or Sr. Vice President of People + Culture, Jennifer Sulak Brown, 248.915.9584).
- Use AlertMedia to distribute information not protected by HIPAA to the Safety Team and others via text.
- Consult with HR prior to directing any reporting person to his or her personal medical provider.
- Confirm with People + Culture or HR your personal ability to return to work or requirement to self-quarantine or seek medical care from your personal medical care provider.
- Document your investigation through Scout or using our Incident Investigation Report.
- Distribute Witness Report forms to witnesses (if any) to complete and return to you via email or other means that does not increase exposure.
- Submit the Incident Investigation Report and Witness Reports (if any) to Safety, through Scout, and to People + Culture at [bartline@bartonmalow.com](mailto:bartline@bartonmalow.com).
- Project Director will schedule a conference call for the Project Team, Business Unit Leader, Project Director, Project Manager, Project Superintendent, Safety Professional, Safety Leadership Team, Sr. Vice President of People + Culture and Vice President of Branding + Communications.
- Assign follow-up items as required, such as communication with our Client, Subcontractors, Trade Labor Partners, and Barton Malow Leadership.
- Utilize the Investigation + Communication Guidelines for COVID-19 to ensure proper investigation and communication of a possible or confirmed COVID-19. Do not reveal the infected person's name, phone number, email or other personal information except to the Director of Human Resources and Sr. Vice President People + Culture.
- For confirmed cases only:
  - Business Unit Leader update BPR Team during BPR Update;
  - Branding + Communications prepares statement to be read at site stand down;
  - Project Executive meets with Client and issues prepared statement;
  - Member of Executive Leadership leads site stand down;
  - Project Team issues written statement to Subcontractors;
  - Labor Management issues written statement to Trade Labor Partners;

- Branding + Communications issues internal Barton Malow communication.

## Return to Work after Self-Isolation

According to the CDC, people with COVID-19 who have self-isolated for 14 days can stop home isolation under the following conditions:

- **If you were NOT tested** to determine if you are still contagious, you can leave home after these three things have happened:
  - You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)  
**AND**
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
  - At least 7 days have passed since your symptoms first appeared
- **If you were tested** to determine if you are still contagious, you can leave home after these three things have happened:
  - You no longer have a fever (without the use medicine that reduces fevers) **AND**
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
  - You received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.
- A healthcare provider's note to validate the illness or return to work is not required.

**In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.**

## Confirmed Case of COVID-19

If a COVID-19 case is confirmed the Project Executive will meet with the Client and communicate the following:

- Barton Malow will present an Incident Investigation Report that **redacts** the employee's personal information to avoid privacy obligation violations
- Barton Malow will communicate the number of other Employees and Company they work for that are now under self-isolation
- Barton Malow will communicate the date Employees under self-isolation can return to work
- Barton Malow will communicate that the Incident will be tracked within the jobsite schedule to monitor the impact to the overall schedule
- Barton Malow will communicate that we will produce a separate schedule on a regular basis that will filter the Employee's Company activities for monitoring
- Barton Malow will communicate if we will be closing the jobsite in part or in whole and for how many calendar days
- Barton Malow will communicate with other Employers (not other Company's Employee's directly) about possible exposure to their Employees

- Barton Malow will disinfect the appropriate areas, hard surfaces, equipment and tools
- Barton Malow will develop and submit the remobilization plan from this document for record

## Remobilization Plan

If this jobsite or office has been closed temporarily as a result of Federal, State, County/Municipal or Owner Requirements or confirmed COVID-19 case a remobilization plan will need to be developed to include the following sections:

### Executive Order

- On-site and off-site project management staffing plan (rotational, shift work or staggered work week, etc.)
- Develop communication plan Subcontractors, Material Suppliers, Professional and General Service Providers
  - Key Contacts
  - On-going expectations; submittals, pay applications, etc.
  - Remobilization Plan
  - Updated Project Schedule
- Subcontractor schedule (shift work, staggered work week, etc.)
  - Develop manpower projections
  - Develop major delivery schedules
- Safe to Work Material Procurement Plan
- Site specific support (logistics) plan if third-party screening is required
  - Screening protocols
  - Site logistics map
- Phased on-boarding schedule for Subcontractors, Material Suppliers, Professional and General Service Providers
  - Day 1 – Jobsite/Office Closed: Jobsite Readiness Review
    - Site perimeter
    - Site security system/service
    - Temporary building/site lighting
    - Temporary/permanent utility services
    - Dumpsters
    - Temporary toilets and hand washing stations
    - Material testing services and surveyors
    - Municipality availability for inspections
    - Local police, fire, and EMT availability to respond in emergency
    - Local clinic and hospital availability to support jobsite injuries
  - Day 2 – Jobsite/Office Open: Project Management, Superintendents, Foreman and Operators
    - Office readiness review
    - Orientation readiness review
  - Day 3 – Jobsite/Office Open: Phase I - Critical Path Subcontractors
  - Day 4 – Jobsite/Office Open: Phase II - Subcontractors

- Day 5 – Jobsite/Office Open: Phase III – Subcontractors
- Day 6 – Jobsite/Office Open: Fully operational

## Confirmed COVID-19


- On-site and off-site project management staffing plan (rotational, shift work or staggered work week, etc.)
  - Might need entire new staff in the event this staff is exposed and has to self-quarantine
- Develop list of essential Subcontractors, Material Suppliers, Professional and General Services Providers
- Develop communication plan Subcontractors, Material Suppliers, Professional and General Service Providers
  - Key Contacts
  - On-going expectations; submittals, pay applications, etc.
  - Remobilization Plan
  - Updated Project Schedules
- Jobsite cleaning and disinfection plan
- Subcontractor schedule (shift work, staggered work week, etc.)
  - Develop manpower projections
  - Develop major delivery schedules
- Safe to Work Material Procurement Plan
- Site specific support (logistics) plan if third party screening is required
  - Screening protocols
  - Site logistics map
- Phased on-boarding schedule for Subcontractors, Material Suppliers, Professional and General Service Providers
  - Day 0 – Incident
  - Day 1 – Coronavirus Site-Specific Emergency Action Plan
  - Day 2 – Jobsite/Office Closed: Incident Investigation and Notifications
  - Day 3 – Jobsite/Office Closed: Cleaning and Disinfection
  - Day 4 – Jobsite/Office Closed: Jobsite Readiness Review
    - Site perimeter
    - Site security system/service
    - Temporary building/site lighting
    - Temporary/permanent utility services
    - Dumpsters
    - Temporary toilets and hand washing stations
    - Material testing services and surveyors
    - Municipality availability for inspections
    - Local police, fire, and EMT availability to respond in emergency
    - Local clinic and hospital availability to support jobsite injuries

- Day 5 – Jobsite/Office Open: Project Management, Superintendents, Foreman and Operators
  - Office readiness review
  - Orientation readiness review
- Day 6 – Jobsite/Office Open: Phase I - Critical Path Subcontractors
- Day 7 – Jobsite/Office Open: Phase II - Subcontractors
- Day 8 – Jobsite/Office Open: Phase III - Subcontractors
- Day 9 – Jobsite/Office Open: Fully operational



## Toolbox Talks

Samples of toolbox talks that will be used regularly with persons are shown below:



BUILD IT SAFE  
NO EXCEPTIONS

TOOLBOX TALKS

By: Tim Maguire 2020

COVID-19 Virus Prevention

The COVID-19 virus has spread quickly across the United States. Every state has had at least one person infected with the virus.

This virus is highly contagious. A contaminated person can spread the infection when they cough or sneeze, and the infected droplets get transmitted to someone else.

**To prevent the transmission of this virus, we must first understand how it is spread – from person to person.**

Toolbox Talking Points


No one wants to spread an infection unknowingly. Initially, a person may be infected without showing symptoms of the disease. Therefore at this critical time, we must all consider ourselves potential sources of infection and act responsibly to control the spread. **Act as if you are infected!**

The best-known practices to reduce person to person transmission are as follows:

1. If you have any signs of infection, isolate yourself from others and stay home from work.
  - a. **A best practice is taking your temperature each day before leaving your house. The medical professionals consider 100.4 F or greater as feverish.**
2. Practice social distancing – make an effort to stay a minimum distance of 6 feet from others.
3. Cover your mouth and nose with the inside of your elbow when coughing or sneezing. Throw away tissues, rewash your hands and face and sanitize the surfaces you may have contaminated.
4. Carry your own hand sanitizer. Practice good hygiene by using hand sanitizer, soap and water to wash hands and face frequently. Wash hands and face thoroughly (washing with soap and water should take a minimum of 20 seconds)
5. Avoid touching your face.

Other considerations:

1. Sharing cars with others or sitting close together on a bus or other public transportation could put you and others at risk of transmitting the infection.
2. Avoid grouping in elevators, take the stairs if feasible.
3. Commonly touched surfaces need to be disinfected regularly. Any type of handles, handrails, steering wheels, phones, PPE (e.g. hard hat), eyeglasses, computers, etc. need to be cleaned.

	<b>BUILD IT SAFE NO EXCEPTIONS</b>	<b>TOOLBOX TALKS</b>
<b>TRAVEL + LARGE GROUP MEETINGS</b>		
<p>Please cancel all “non-essential” travel through May 1, 2020 including conferences and/or meetings that could otherwise be done virtually. “Essential” travel is limited to client-focused activities. Large group meetings (more than 20 people) are discouraged. EDGE, Peer Groups, and select training events will be postponed until further notice. If you have a question about travel, please contact a director or officer.</p>		
<b>OFFICE + JOBSITE VISITORS</b>		
<p>We do not plan to limit visitors to Barton Malow offices or jobsite locations but ask that signs (provided on DIRT) be posted at entrances to offices.</p>		
<b>WORK FROM HOME</b>		
<p>If you or a member of your family have a compromised immune system, a “work-from-home” option should be considered. Please discuss this option with your HR-business partner or your manager. When working from home, we encourage you to use our VPN client for secure access.</p>		
<b>CORONAVIRUS COMMUNICATION</b>		
<p>Project leadership will provide regular updates on the coronavirus, including project closures, and clarity on team members who are sick, comprised, or have recently traveled to infected areas.</p> <p>Barton Malow has the right to close a project if a confirmed coronavirus case is found on the jobsite. We will also follow instructions from a city or municipality if directed to stop work on a project due to coronavirus.</p> <p>If Barton Malow closes a project due to coronavirus, you will be notified by:</p> <p>Who: _____</p> <p>How: _____</p> <p>When: _____</p>		
<b>ADDITIONAL RESOURCES</b>		
<p>One of the best resources for information on Coronavirus is the US Center for Disease Control (CDC): <a href="https://www.cdc.gov/coronavirus/2019ncov/index.html">https://www.cdc.gov/coronavirus/2019ncov/index.html</a>.</p>		

**CORONAVIRUS (COVID-19) OUTBREAK**

With an increase in the number of coronavirus cases in the United States, Barton Malow is preparing for a continued escalation of the disease. Our goal is to keep team members safe, prevent the spread of the virus, and ensure operations and core business functions are not severely impacted.

We're continuing to monitor the virus and have teams in place to plan, prepare, and respond to the virus.

**WHAT TO DO IF YOU ARE SICK**

Do not come to work if you are feeling sick or show signs of fever, cough, or shortness of breath.

**WHAT TO DO IF YOU SUSPECT A TEAM MEMBER IS SICK**

If you suspect someone working on a jobsite is showing symptoms that could be associated with the coronavirus, please notify your Safety Leader or Project Leader immediately.

**HOW TO MAINTAIN JOBSITE SANITATION AND HYGIENE**

**Hand Washing**

Wash your hands often with soap and water for at least 20 seconds, especially after using the restroom; before eating, and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

Handwashing stations are located \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additionally, please wipe down any common spaces that you work or meet in with disinfectant wipes both before and after you use it.

**CORONAVIRUS COMMUNICATION**

Project leadership will provide regular updates on the coronavirus, including project closures, and clarity on team members who are sick, comprised, or have recently traveled to infected areas.

Barton Malow has the right to close a project if a confirmed coronavirus case is found on the jobsite. We will also follow instructions from a city or municipality if directed to stop work on a project due to coronavirus.

If Barton Malow closes a project due to coronavirus, you will be notified by:

Who: \_\_\_\_\_

How: \_\_\_\_\_

When: \_\_\_\_\_

## SYMPTOM CHECKER



### How COVID-19 Compares With Other Illnesses

What does being sick with COVID-19 look like compared with a cold or the flu? Check what types of symptoms show up for each illness and how often in the chart below.

**NOTE:** If you have not been to a country or area with an outbreak of COVID-19 or have not had contact with someone who has, the Centers for Disease Control and Prevention says the risk of getting the disease is low.

	COVID-19		COLD/UPPER RESPIRATORY INFECTION		ALLERGIES/HAY FEVER		INFLUENZA	
	Is it a Symptom?	How Common?	Is it a Symptom?	How Common?	Is it a Symptom?	How Common?	Is it a Symptom?	How Common?
Fever	✓	Common	✓	Rare			✓	Common
Fatigue (Tiredness)	✓	Common	✓	Sometimes	✓	Sometimes	✓	Common
Dry Cough	✓	Common			✓	Sometimes	✓	Common
Difficulty Breathing	✓	Severe			✓	Sometimes		
Aches and Pains	✓	Sometimes	✓	Rare			✓	Common
Sneezing			✓	Common	✓	Common	✓	Sometimes
Runny Nose	✓	Sometimes			✓	Common	✓	Sometimes
Stuffy Nose			✓	Common	✓	Common		Sometimes
Watery Eyes					✓	Common		
Sore Throat	✓	Sometimes	✓	Common			✓	Sometimes
Diarrhea	✓	Sometimes					✓	Rare

*Information compiled from Florida Department of Health, CDC, World Health Organization  
Infographic by Christie Zizo/Spectrum News*

**Signage**

Samples of signage that can be used as necessary, posted at the jobsite or office are shown below:



## **Coronavirus (COVID-19) - Aviso a Los Visitantes -**

**La seguridad de los miembros de nuestro equipo, clientes, socios, familias y visitantes es la primera prioridad de Barton Malow.**

Nuestro objetivo es mantener seguros a los miembros del equipo, prevenir la propagación del COVID-19 y desminuir el impacto a las funciones necesarias y los proyectos.

Porfavor abstenerse de ingresar a una oficina o sitio de trabajo de Barton Malow si:

- En los ultimos 14 días a regresado de cualquiera de los países o estados afectados que an sido designados con propagacion generalizada en curso, nivel 3 por el CDC. El listado de países y estados afectados se encuentra en la pagina web de el CDC.
- En los ultimos 14 días estuvo en contacto cercano con cualquier persona que haya viajado a uno de los países or estados designados con propagacion generalizada en curso nivel 3 por el CDC. El listado de países y estados afectados se encuentra en la pagina web de el CDC.
- A tenido contacto o a cuidado a alguien que fue diagnosticado con COVID-19 en los ultimos 14 días.

**Barton  
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## **Coronavirus (COVID-19) - Project Temporarily Suspended -**

**The safety of our team members, clients, partners, families, and visitors is Barton Malow's first priority. To ensure this, we have temporarily suspended operations on this project site.**

**We will be working with the owner and local health authorities to assess the situation and determine a date when construction activity can safely resume. We will contact our partners with further information as it becomes available. Please reach out to your contact on this project if you have any questions.**

**Barton  
Malow**



## **Coronavirus (COVID-19) - Proyecto Temporalmente Suspendido -**

**La seguridad de los miembros de nuestro equipo, clientes, socios, familias y visitantes es la primera prioridad de Barton Malow. Para asegurar esto, hemos suspendido temporalmente el proyecto.**

Trabajaremos con el propietario y las autoridades sanitarias locales para evaluar la situación y determinar una fecha en que las actividades de construcción puedan reanudarse de manera segura. Nos pondremos en contacto con nuestros socios con más información a medida que esté disponible. Póngase en contacto con su contacto en este proyecto si tiene alguna pregunta.

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## **Coronavirus (COVID-19) - OFFICE TEMPORARILY CLOSED -**

For the health and safety of our team members, clients, and partners, our office is temporarily closed.

Our team is working off-site.

If you need immediate assistance please contact: First Last xxx.xxx.xxx





Additional signage is available through the CDC's website.

<https://www.cdc.gov/Coronavirus/2019-ncov/communication/factsheets.html>

## Manager's Guide for Frequently Asked Questions

This document is intended to aid and prepare supervisors and managers at the Barton Malow with information to effectively manage their teams during the COVID-19 outbreak. By providing this information, our goals are to:

- Keep our Team Members, clients and partners safe;
- Ensure business continuity for our customers; and
- Do our part to slow the spread of COVID-19.

### **Should I notify Team Members if a Co-Worker has been diagnosed with or acknowledges being exposed to Coronavirus?**

No. You should not share anyone's personal health information with others. If you are notified by a public health official that one of your Team Members or Business Associates (subcontractor, architect, other project partner) has been diagnosed with Coronavirus, please contact Jennifer Sulak Brown.

### **Can I ask a sick Team Member to stay Home? Go Home?**

Yes. We are responsible for the health and safety of all of our Team Members. Team Members with obvious symptoms who have symptoms of acute respiratory illness, including all forms of the flu (ex: coughing.....), should be encouraged to stay home or if they are at work when symptoms develop, to go home. Frequently, Team Members who wish to demonstrate their strong work ethic will try to "tough it out." Allowing Team Members to do this only subjects the remaining workforce to added levels of exposure.

Managers should:

- Speak with sick Team Members in private
- Tell those who insist on coming to work that it is appreciated but ask that in the best interests of their co-workers and the business that they recuperate away from the workplace.

### **If we ask a Team Member to go home or stay home, will we still pay them for the time away from work?**

Team Members who are off work voluntarily or involuntarily due to the flu or COVID-19 should be treated the same as any other Team Member who is off work due to a non-work-related illness or injury. A determination of whether that time off is paid or unpaid depends on a number of factors, such as their status under the Fair Labor Standards Act ("FLSA") (exempt or non-exempt); a union contract; the length of the time off; the employer's sick pay policies; the Team Member's previous use of sick pay; and benefit plans, such as short-term disability.

**How should management respond to a Team Member who is fearful of coming to work or traveling out of town?**

We should first be sympathetic and discuss the situation with the Team Member. The Team Member's officer/director may approve a work-from-home arrangement if the Team Member's work allows for the scenario. If the Team Member's work is unable to be completed at home, please contact your HR Business Partner or Jennifer Sulak Brown for further discussion.

**What Can I Do About Team Members Who Insists on Wearing A Face Mask Or Respirator In The Workplace?**

If a Team Member chooses to wear a face mask in the workplace, we should respect his or her decision provided that the mask does not interfere with the Team Member's PPE or essential functions. OSHA regulations apply whether a Team Member is required or voluntarily seeks to wear a respirator in the workplace. Please contact your HR business partner or Jennifer Sulak Brown if you have a Team Member who insists on wearing a respirator in the workplace.

**What are the Best/Common Infection Control Procedures Being Recommended Relative to the Prevention and Spread of Coronavirus?**

According to the CDC, as well as OSHA, the best procedures include the following:

- Team Members should stay home if sick, especially if suffering from flu-like symptoms (fever of 100.4°F or higher, and cough, sore throat, runny or stuffy nose, body ache, headache, chills, unusual fatigue, diarrhea or vomiting)
- Wash hands frequently with soap and water for 20 seconds or with a hand sanitizer (that is at least 60% alcohol-based)
- Avoid touching nose, mouth and eyes
- Cover cough and sneezes with a tissue, or upper sleeve. Dispose of tissues in no-touch trash receptacles
- Wash hands or use hand sanitizers after coughing, sneezing, or blowing nose
- Avoid close contact with coworkers and customers (within 6 feet)
- Avoid shaking hands and always wash hands after physical contact
- Keep touched common surfaces (e.g., telephones, computer equipment, copiers, etc.) clean use disinfecting sprays, if available
- Try not to use coworker's phones, computer keyboards, etc.
- Minimize group meetings as much as possible (take advantage of web meetings, email, phone conferences)
- Ensure adequate room ventilation in meetings when you have in-person meetings
- Limit unnecessary visitors to the workplace
- Maintain a healthy lifestyle (attention to rest, diet, lots of fluids, and exercise)

Conclusion: There are many other questions and topics that can be covered in a FAQ that relate to an employer's attempts to address Coronavirus in the workplace. We have attempted to answer some of the more common of those Frequently Asked Questions. However, should you have other Team Member-related Coronavirus questions, please call or email your HR Business Partner or Jennifer Sulak Brown. It is expected that Coronavirus will become a much more prevalent and challenging occurrence. It is important to stay informed on developments and to



regularly check with national, state, and local public health service providers for new advice and counsel. One of the best resources for information on the CDC's Coronavirus website:

<https://www.cdc.gov/Coronavirus/2019ncov/index.html>

### **Protecting the Privacy of Team Members and Others**

The COVID-19 pandemic is unlike anything we have recently experienced in the United States. While keeping our Team Members and partners safe is our number one priority, Barton Malow is committed to do so in a way that also respects and protects individuals' personal privacy. Numerous federal, state and local laws and regulations (HIPAA, ADA, OSH Act, etc.) regarding the workplace are implicated by COVID-19. Complying with the specifics of each is complicated and often in conflict. Should you have questions about personal privacy while implementing these Guidelines, please reach out to your HR Business Partner or member of the Legal Team.

### **Barton Malow Commitment**

No two situations are alike. Neither these Guidelines nor our other policies and procedures can address every possible situation that you might face as we navigate this new frontier together or provide easy answers to difficult questions. Therefore, we expect everyone to ensure their actions reflect our Core Purpose: Building with the American Spirit, People, Projects and Communities and our Core Values: Integrity, Partnership and Empowerment.