



**Martin Construction Group**



Concrete Construction

**FULTILT**  
CRANE SERVICES



ReadyMix

*Atlanta - Nashville*

# **Martin Construction Group COVID-19 Corporate Action Plan**

Updated: March 15<sup>th</sup>, 2020

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## Mission Statement and Core Values

Martin Construction Groups mission:

**“ To provide unequalled positive experiences for our customers while creating an environment in which our employees can envision and achieve unlimited success.”**

Our core values are:

- ❖ **Safety**
- ❖ **Quality**
- ❖ **Integrity**
- ❖ **Family**
- ❖ **Continuous Improvement**
- ❖ **People Development**
- ❖ **Customer Focus**

## PURPOSE

It is in our mission statement, and in our core values, that the safety of our Martin family, integrity to do the right thing, and protect family both at work and at home while developing our people, remain our guiding principal.

It is imperative that all of us at the Martin Construction Group follow this guide in order to keep personal risk low. In addition, make sure that the Martin Group and everyone that makes up Our Company remains working now and in the foreseeable future as these events unfold.

Martin Construction Group’s safety commitment begins with management’s pledge to protect our employees, and the public by providing a safe workplace. The protection of our workers and the public is of paramount importance. Safety in all operations is not just a corporate goal; it is a requirement.

On March 11<sup>th</sup>, 2020 the World Health Organization announced that the COVID-19 viral disease (coronavirus) was declared a worldwide pandemic. The virus is thought to spread mainly between people who are in close contact with one another (approx. 6 feet or less) through respiratory droplets produced when an infected person coughs or sneezes. It is also believed to potentially contract COVID-19 by touching a surface or item that has the virus on it and then an individual touching their mouth, nose, or possibly their eyes. Individuals may experience symptoms ranging from mild to severe and in some instances may be fatal.

Our management team has developed this plan to best protect our employees, customers, associates, and the general public. As developments and new research is published, we will continue to alter and update this response plan. All updates and changes with our policies and procedures will be made available to our employees in a timely manner.

Employees are expected to familiarize and implement this document's best practice procedures in an effort to keep every person healthy and stop the spread of this virus. Please remember we do not want anyone to panic, but these procedures are in attempt to control the spread of the virus and keep all of our employees and families healthy and safe. Questions or concerns may be directed to the employee's direct supervisor or any member of the Senior Leadership Team.

## Personal Protection

Martin Construction Group is requiring all employees to implement the following best practices while at work and in their personal lives.

- Employees not feeling well are to stay at home and consult with their doctor and notify their direct supervisor.
- Employees who have knowledge that they have been exposed to another individual that recently had a fever are to stay at home and consult with their doctor and notify their direct supervisor.
- Cough and sneeze into your elbow.
- Wash your hands regularly and thoroughly for a minimum of 20 seconds and always after you cough, sneeze, touch your face or have physical contact with others.
- Avoid touching your face.
- Use alcohol-based hand sanitizer that contains at least 60% alcohol before and after using community facilities, items, and/or tools.
- Perform routine cleaning of your work areas. This shall include but not be limited to frequent wiping of keyboards, mouse, telephone, cellphone, stapler, etc.
- Eliminate hand to hand contact. Implementation of our “No handshake policy” is highly suggested.
- When possible maintain a safe distance from other individuals. The CDC states that a safe distance is considered a minimum of 6ft.
- Maximize the use of conference calls and video meetings. Eliminate large face to face meetings and gatherings.

## General Corporate Preventative Measures

Martin Construction Group has put the following policies and procedures in place to best protect our employees and others. We anticipate that these guidelines will change as we continue to learn about new developments. Please stay up to date on all company correspondence pertaining to this subject matter.

### Cleaning Procedures

- Offices (corporate and jobsites) will be regularly and thoroughly cleaned and sanitized. Daily cleaning and disinfecting of high-risk areas that are frequently touched by multiple individuals. (i.e. telephones, doorknobs, door keypads, printers, copiers, light switches, countertop surfaces, conference and breakroom tables, and chairs.)
- The shop will be regularly cleaned with disinfectant agents.
- Review cleaning protocols with cleaning crews to set expectations and identify the high traffic areas and items needing daily cleaning.
- Keep offices and jobsites stocked with cleaning agents such as soap, disinfecting cleaners, 60% alcohol-based hand sanitizer, paper towels, toilet paper, masks, gloves, etc.

### Health & Wellness

- Immediate implementation of the “no-hand shake policy.”
- All employees with a laptop or tablet are expected to take them home each night and not leave them at the job or in their office. This practice is put into

action to best prepare if telecommuting becomes required or necessary, and the employee ensures the security of their devices.

- Be aware of anyone feeling ill or displaying symptoms such as coughing, sneezing, mild cold, or fever. This is to help ensure any employee stays at home or is sent home if these symptoms arise.
- It is asked that any employee diagnosed or quarantined because of COVID-19 volunteer this information to their direct supervisor. Please note this is not mandatory but only a suggestion to help avoid continuous spread of the virus. Discretion will be used when notifying others and employee's personal privacy will be upheld.
- Encouragement of personal separation (6ft. or more)
- Elimination of buffet style meals in all offices and jobsites. If provided, individual boxed and packaged meals will be utilized.
- Provide proper hand sanitizer and/or hand wash stations throughout both offices and jobsites.
- Deliveries and shipments shall be left outside of the office buildings. Delivery agents will not be permitted to enter the building. Deliveries will be sprayed with disinfecting agents prior to being brought into the building.
- We encourage people touching packages being brought into any building to use disposable gloves.
- All individuals and/or employees entering the office will be asked each time to immediately use hand sanitizer and/or wash their hands with soap and water.

## Field Operation Procedures

The following is a list of modifications to our basic operating procedures. All employees involved with field operations are expected to understand and enforce the following operating procedures. Any questions may be directed to the Field Operations Manager, Safety Coordinator, Director of Field Operations, and/or Director of Safety.

- New procedures for hourly employees to clock in and out of work. All iPads are to be held by one individual (safety officer, superintendent, or foreman.) They are to clock each employee in and out and take their picture. During this process the employee performing the task is required to wear gloves and an N-95 respirator. They must also have an approved medical evaluation and annual fit test on file with the safety department. Upon completion all PPE (gloves and mask) are to be disposed of and not reused.
- All safety meetings and tool-box talks are to be administered with employees safely spaced apart from one another or performed in smaller groups of ten or less multiple times. Employees should not be standing shoulder to shoulder.
- Hand sanitizer and/or handwashing stations are to be set up and available on every jobsite. Provide and encourage employees' opportunities to utilize them. Keep hand sanitizer in locked containers, when possible.
- Elimination of communal break areas. Encourage and promote individuals to take breaks in smaller groups and to maintain a safe distance.

- Perform a weekly documented Toolbox Talk on COVID-19 safety measures. A digital version of this document was sent out by Kristin McKenzie via email and also attached to the end of this action plan.
- CDC “Stop the Spread of Germs” poster is to be posted on all projects’ safety board.
- Jobsite offices, communal tools, and equipment (steering wheels, seating, levers, etc.) are to be cleaned and disinfected routinely.
- Knowledge of any shortages in certain materials, tools, labor, and/or equipment is to be communicated to the direct supervisor immediately.
- Mechanics and field personnel are to perform routine cleanings of all shared tools throughout their daily activities.
- Mechanics and field personnel should limit working “next” to each other unless it is necessary to the task done.

## Meetings & Events

Martin Construction Group's management team will implement the following regulations for meetings and events beginning March 16th, 2020. These control measures are to be followed until employees are notified otherwise.

- New-Hire Orientation
  - **Orientation will temporarily be suspended until further notice.**
  - Orientation will no longer be conducted inside of either corporate office. When orientation does resumes it shall be conducted in the back of the showroom in the Atlanta office.
    - New employees will be spaced apart and all materials such as pens, clipboards, chairs, etc. are to be disposed of or disinfected immediately upon completion of the orientation.
    - New hire employees will be asked to enter through the back of the building and the back door shall be propped open to eliminate the need for frequent touching.
- There will be a temporary suspension of the operations meeting. Employees will still be required to complete and submit their project updates to Scott Jordan, Steven Thomas, and Kristin McKenzie, and the Field Operations Managers. Any questions or concerns will be followed up on an individual basis either via video conferencing, telephone, or in a smaller group setting.
- If possible, fans and open doors shall be utilized to assist with continuous air flow and ventilation if face to face meetings are held.

- Temporary suspension of all **in-office** interviews, vendor visits, or non-essential meeting with any non-Martin Concrete employee until further notice.
- Elimination of all **non-essential** site visits.
- Maximize the use of conducting telephone or video conference call tools when conducting meetings. Contact BlueStor with any needs to have these programs installed on your computers if they are not already.
- All face-to-face business meetings shall have an attendance log that contains the date, time, attendee's name, and contact information.
- Large safety training classes (forklift, aerial lift, rigging, OSHA 10, etc.) shall be suspended until further notice. Immediate and urgent safety training sessions shall be conducted in groups less than ten and in an adequate space to safely spread everyone apart.
- College and high school career fairs are suspended until further notice.
- Attendance of industry meetings, conferences, or local events is not permitted until further notice.
- Lunch and Learns (internal and external) shall be suspended.
- All kick-off, bridge, project purist, pipeline, pre-work, and lesson learned meetings shall be conducted via video conferencing unless otherwise directed by a member of the senior leadership team. Any questions on how to attend or administrate these shall be directed to your supervisor.

## Travel

New reporting requirements have been implemented for both personal and business travel. Please review the new policies and regulations that will be in effect March 16<sup>th</sup>, 2020 and remain in effect until further notice. Any questions or concerns may be directed to any member of the Senior Leadership Team.

### International Personal Travel

- **All international personal travel will require notification.** Please notify Kristin McKenzie of any international travel by you or any member of your household.
  - Travel to a CDC defined high risk areas will require a mandatory 14-day temperature free period before returning to work. For a complete list of these countries visit: <https://wwwnc.cdc.gov/travel>

### Domestic Business Travel

- All non-essential business travel shall be suspended.
- The CDC has identified mitigation strategies for selected areas in the United States. These areas as of March 14<sup>th</sup>, 2020 are identified as Santa Clara, CA; Seattle, WA; New Rochelle, NY, and the entire state of Florida and Massachusetts. Future business travel in these areas **will not** be permitted until further notice.
- All essential business travel shall only be permitted with prior approval from an employee's senior leadership team supervisor.

## Commercial Personal Travel

- It is not prohibited but we strongly encourage employees to evaluate whether their travel is essential or non-essential.
- Any employee that travels commercially should fully understand the current travel advisories published by the Center for Disease Control (CDC) and the World Health Organization (WHO) prior to traveling. In addition, review and implement the proper best practices while traveling.
- Employees that would be considered “travelers” and live apart from their families and travel on a regular basis we ask them to be purposeful and prudent about monitoring and following airline travel guidelines and understand local situations/potential elevated risk areas.

## Modified Work Program

Martin Construction Group wants our employees to feel comfortable working at any of our facilities and we will make every effort to make this possible. If everyone takes responsibility for their health and cleanliness, ~~we feel it will continue to be a safe environment and work will carry on like normal.~~ we will soon be able to go back to our normal operating procedures. Please let anyone on the Senior Leadership Team know if there are other actions that would make you feel safer.

For work outside the office, the following steps will be followed:

- Working from home ~~will be asked of all personnel whose job tasks do not require them to be physically present. This will be effective March 25<sup>th</sup>, 2020.~~
- We are working with BlueStor to make sure every employee whose daily tasks do not require being at a physical location can work remotely, which means, if your job requires computer connectivity, we are purchasing Surface tablets for those who do not already have them, so that people can continue working until this threat has ended.
- Protocols for this work from home option have not been fully developed because of the suddenness of this event. In short, working from home is still working. We expect all employees who take this option to work continuously as if you were in the office. Dress and present yourself as if you were in the office. Be available like you are in the office.

- If you ~~chose to~~ work from home, notify your direct supervisor by email when you start work and when you finish your day. Let them also know if you will be suspending work for any reason during typical work hours.
- Please let us know if there are extraordinary circumstances that would prevent you from working normal hours. None of us punches a clock, but as always, the expectation will be to get the job at hand done in the safest, most professional, and timely manner. **Understanding and responding to tasks and deadlines will be critical.**
- The key to working from home is **communication**. We expect good communication among all team members. Make yourself available for calls, video or otherwise, just like someone was standing in your office doorway.
- Let people know if you are not feeling well. We must know if we can count on you to meet deadlines and complete tasks.
- If you are having computer issues, please report them immediately to BlueStor. Call them and have the issues resolved as soon as possible. They can do a lot remotely. Do not wait for someone else to solve the problem.
- A daily call with your functional team should be held to discuss what you did today, what you're doing tomorrow, and any hurdles that would keep you from accomplishing your objective.
- **It is encouraged and recommended that all employees follow the CDC's guidelines and practice social distancing in their personal lives as well. Avoid large groups and social gatherings (including family functions or celebrations) that have more than ten people in attendance.**

Please remain personally informed and safe. If you cannot work for any reason, please let us know. Unless told otherwise, we assume that you are working, being productive, and doing fine. We certainly hope that continues to be the case for all of us.

Senior Leadership is continuously collaborating and purchasing tools to make ~~this possible for all administrative personnel~~ working remotely as efficient as possible.

## Response Plan for Employees Exhibiting Symptoms of COVID-19 Virus

The following action items shall be followed if an employee or individual begins exhibiting symptoms of the COVID-19 virus. Please remember an employee's status and medical records are personal and discretion shall always be maintained to protect an employee's privacy.

### **Designated Isolation Areas in the event that an individual cannot go home (Not driving, no ride, etc.)**

- All projects shall identify a designated isolation area that keeps a potentially infected employee away from other individuals. Superintendents and/or foreman shall report the designated area to their safety coordinator and post the location on the jobsite safety board.
- If a location is not available, then the potentially infected employee's vehicle shall be the isolation area.
- The Atlanta office's designated isolation room shall be the shower room located in the back hallway of the office.
- The Nashville office's designated isolation room shall be the bathroom in the back of the office.
- All isolation areas shall contain gloves and masks.
- If an isolation area is used it shall be immediately disinfected.
- All non-essential personnel shall not be permitted into isolation rooms when in use.

## Fact Finding

- If employee experiences symptoms of the virus, immediately isolate the employee in a pre-designated area to provide protection to other employees and prevent further company exposure.
- Immediately provide a mask, gloves, and/or other PPE equipment to reduce exposure.
- Identify the worker and notify the designated safety coordinator via telephone.
- As soon as possible confirm worker is COVID-19 laboratory confirmed or has been in close contact with someone who was had a confirmed positive test or exposure.
- Notify the senior leadership team immediately.
- Contact all affected party's co-workers and them to notify of the individual diagnosis and of their potential exposure to COVID-19.

## Immediate Action for Work Area

- Identify areas the individual was present in the workplace, including shared spaces and transportation.
- Wear Gloves and PPE. Restrict and control access to the identified locations to eliminate the potential for exposure. Utilization of signage, barricades, or other protective measures may be necessary.
- Contact the local public authorities and seek input and instructions as needed.
- Clean and disinfect all areas and surfaces. Follow standard CDC recommendations, OSHA guidelines on types of cleaning agents, MDS and proper disposal of waste.
- Ventilate the area with the use of opening doors, windows, fans, etc.

- Reopen area once complete sanitation is complete and it is safe to do so.

## Promote Workplace Personal Health Guidelines

- Promote good personal hygiene. Use CDC posters and information to help educate workers including topics on how to avoid spread germs, identifying symptoms, etc. A digital version of this document was sent out by Kristin McKenzie on March 13<sup>th</sup>, 2020 and attached to the end of this action plan.
- Promote a culture of hope and positive thinking to offset potential fear-based reactions. Encourage workers to avoid excessive media coverage and rely on fact-based resources like the WHO and CDC.
- Encourage workers to:
  - Cover their mouth and nose when sneezing or coughing. Throw the tissue in the trash after use.
  - Wash hands thoroughly and often with warm soap and water for at least 20 seconds. Use hand sanitizer if hand washing is not available.
  - Refrain from touching face (eyes, nose or mouth)
  - Limit contact with people who are sick.
  - Clean and disinfect frequently touched objects and surfaces.
  - Practice social distancing
  - Enact no handshakes or fist-bumps policy
  - **Stay home when sick and notify your direct supervisor.**

# COVID-19 Pandemic Exposure Risk & Action Assessment

## Protection of Martin Construction Companies' Employees and Reducing Community Impact

Martin Concrete has established the following exposure risk categories and guidelines, following the CDC recommended Risk Assessment to help assist in the guidance of our team members on potential situations related to the COVID-19 pandemic. These categories listed below are meant to be utilized as a guideline and may not cover all potential scenarios. If any employee has questions or concerns, please contact your direct supervisor, or any member of the Senior Leadership Team.

### Internet Resources

- **World Health Organization** – Defines influenza pandemic, explains how a new influenza virus can cause a pandemic, presents the consequences of an influenza pandemic, explains the global surveillance systems, and provides links to other pandemic plans from other nations.
  - Americas - <https://www.paho.org/hq/index.php?lang=en>
  - Global - <https://www.who.int>
- **CDC** – Presents information on the symptoms, treatment, and complications of the disease, prevention and control, the types of influenza viruses, questions and answers on symptoms, vaccination and myths.
  - <https://www.cdc.gov/>
- **OSHA** – Explains employer requirements to protect workers safety and health.
  - <https://www.osha.gov/>

COVID-19 EXPOSURE RISK & ACTION ASSESMENT			
EXPOSURE LEVEL	LOW RISK	MODERATE RISK	HIGH RISK
<b>EXPOSURE DEFINITION PER CDC GUIDELINES</b>	<ul style="list-style-type: none"> <li>Being in the same indoor environment (e.g., a classroom, a hospital waiting area) as a person with symptomatic laboratory confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact.</li> </ul>	<ul style="list-style-type: none"> <li>Close contact with a person with symptomatic laboratory confirmed COVID-19.</li> <li>Living in the same household as, an intimate partner of, or caring for a person in a nonhealthcare setting to a person with confirmed symptomatic laboratory COVID-19 infection while consistently using the recommended precautions for home care and home isolation.</li> </ul>	<ul style="list-style-type: none"> <li>Individual has a laboratory confirmed COVID-19 infection <b>OR</b></li> <li>Living in the same household as, an intimate partner of, or caring for a person in a nonhealthcare setting to a person with confirmed symptomatic laboratory COVID-19 infection <b>without using recommended precautions</b> for home care and home isolation.</li> </ul>
<b>MANAGEMENT ACTION (See additional information in Response Plan for Employees Exhibiting Symptoms)</b>	<ul style="list-style-type: none"> <li>Individual may continue to work and self-monitor</li> </ul>	<ul style="list-style-type: none"> <li>Send individual home</li> <li>Have individual notify health professional</li> <li>Identify and notify close contacts and have them self-monitor while protecting individual's identity</li> </ul>	<ul style="list-style-type: none"> <li>Send individual home immediately</li> <li>Notify healthcare professional in accordance with CDC guidelines</li> <li>Identify and notify close contacts and send them home for self-isolation</li> </ul>
<b>NOTIFICATION/ DOCUMENTATION REQUIRMENTS</b>	No further action is required	<ul style="list-style-type: none"> <li>Report case to Director of Safety Kristin McKenzie immediately.</li> <li>Treat situation as if it was a confirmed case and send employee home.</li> <li>Communicate to others no symptoms but acting in caution.</li> <li>Identify anyone who has been in close contact (6ft. within the last 14 days)</li> </ul>	<ul style="list-style-type: none"> <li>Report case to Director of Safety Kristin McKenzie immediately.</li> <li>Complete a thorough and detailed incident report (include time, date, names of close contacts, routes/areas the individual had worked)</li> <li>Within first hour notify customer per our attached response plan</li> </ul>
<b>RESPONSE PLAN</b>		Follow Martin's Employee Exhibiting COVID-19 Symptoms Response Plan	Follow Martin's Employee Exhibiting COVID-19 Symptoms Response Plan
<p>A. Close contact is defined as being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area/room with a COVID-19 case</p> <p>B. Having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed or sneezed on)</p>			

<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>