

# BUSINESS CONTINUITY PLAN

## Site Level Business Continuity Plan- COVID-19

rev 2.0



## PURPOSE STATEMENT

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Contingency planning and business continuity plans are essential to employee welfare and maintaining a commercially viable corporate structure.

Blattner Corporate Management has developed the below most likely scenarios based on guidance from the Centers for Disease Control and the World Health Organization. Recognizing that this is a rapidly evolving situation and many things are subject to change, these scenarios depict what is believed to be the escalation of response from Local, State and Federal officials to the COVID-19 viral outbreak.

Included with each scenario are contingency planning considerations for Site Management to evaluate. It is recommended that these considerations are evaluated before the situation progresses to the next scenario level.

## PREVENTION AND PROTECTION

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### Proactive measures

- Hand washing is the easiest form of prevention and protection. Wash or sanitize hands regularly, particularly after utilizing the restroom, after contact with public surfaces (handrails, exterior door handles, etc.) and always before eating.
- It is currently flu and respiratory disease season and the CDC recommends getting a flu vaccine (flu shot) and taking flu antivirals if prescribed.
- For people who have had close contact with someone infected with COVID-19 and develop symptoms, contact your healthcare provider immediately, and tell them about your symptoms and your exposure to a COVID-19 patient.
- For people who are ill with COVID-19, follow CDC guidance on how to reduce the risk of spreading your illness to others. This guidance is on the CDC website.

### Business/Personal Travel

- **International Business Travel:**
  - **Future Travel:** All international business travel was originally cancelled for 30 days. This time period remains in place.
  - **Past Travel:** If you have traveled internationally to a country with a Level 3 Travel Health Notice in the last 14 days, you must follow the CDC recommendation of a 14-day self-quarantine after your return, including staying home and practicing social distancing. Take these steps to monitor your health and practice social distancing:
    - Take your temperature with a thermometer two times a day and monitor for fever. Also watch for cough or trouble breathing.
    - Stay home and avoid contact with others. Do not go to work or school for this 14-day period. Discuss your situation with your supervisor before returning to work.
    - Do not take public transportation, taxis, or ride-shares during the time you are practicing social distancing.
    - Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.
    - Keep your distance from others (about 6 feet or 2 meters).

- **International Personal Travel:**

We continue to strongly advise no personal international travel. If you choose to do so, please know that if you travel internationally to a country with a Level 3 Travel Health Notice, you must follow the CDC recommendation of a 14-day self-quarantine after your return, including staying home and practicing social distancing. If you travel internationally to countries that do not have a Level 3 Travel Health Notice, you will be required to follow COVID-19 Screening Questions to determine if you may return to work.

Please be aware that the US Department of State has issued a Level 4 ("Do Not Travel") advisory for all international travel. With this, US citizens are advised not to travel internationally, and if they're outside the US, they should arrange for immediate return back home, unless they are prepared to remain abroad for an indefinite period. Additionally, border closings may occur in any country at any time. To ensure appropriate project leadership coverage during this potential protracted absence, we advise that any international travel planning include the supervisor and Director.

- **Domestic Business Travel:**

All non-essential business travel is cancelled for the next 14 days. Essential business travel for the next 14 days is suggested to be via automobile. Please include the supervisor and Director in this planning. Essential training for Lean, CLIMB, and CATS should be accomplished via virtual training if possible. If travel for training is necessary, it is recommended that planning for this include the Director.

- **Domestic Personal Travel:**

We advise minimizing personal domestic travel, including rotations. We recognize every personal situation is different and ask that the supervisor and Director be engaged in making the best decision for each individual. This should include engagement with project management to ensure sufficient leadership will exist to provide project continuity in the employee's absence. Multiple individuals being absent from the project simultaneously could result in individuals needing to change their rotations.

- **Business Meetings:**

All non-essential business meetings, training and/or conferences requiring personnel to travel are to be cancelled or postponed until May 1, 2020. The current list of cancelled training and meetings is below.

- **Avon Office Meetings**

- Strategic Planning (April 6)
- Kickoff Meetings – All meetings scheduled prior to May 1 are currently being rescheduled as virtual meetings.

- **Avon Office Trainings**

- New Hire Follow Up (March 24-26)
- CPR Training (April 2)
- CPR Refresher Training (April 8)
- Field Leadership Training (April 14-16)
- Infrared Training (April 21-23)
- CPR Refresher Training (April 22)
- CPR Training (April 24)
- New Hire Follow Up (April 28-30)

- **Other Meetings and Training**

- Estimating Summit (March 24-25)
- AGC Training - Atlanta (March 29-April 3)
- CATS (April 20-23)
- Train the Trainer Tower Rescue Class (April 27-May 1)

- **Additionally:**

- Any visitors coming from one of these countries (Even if they travel during a stop-over) must meet remotely or re-schedule
- Report all international travel to Chelsea Terwey. HR will provide the affected country list to Chelsea on daily basis for monitoring and evaluation.
- Domestic business travel is limited to essential travel only-speak to your supervisor to determine whether the travel is essential.



## Visitors

- At this time, we are asking that all non-essential visitors be asked to communicate via telephone or by some other means that does not include physical contact with our employees or jobsites.
- All deliveries and related drivers will be asked to remain in their vehicles while Blattner personal load/unload any products or goods being delivered-this excludes UPS and Fed-Ex drivers. Proper distances must be maintained between these individuals.
- Additionally, we also ask anyone who is inviting visitors to complete the following steps before setting up a meeting with an outside visitor:
  - First ask if the visitor coming to the office is essential to meeting in-person or if an alternative meeting method would suffice such as a call or webex.
  - If it is essential, then send them the questionnaire for answers prior to their visit. (You can find the questionnaire under "COVID-19 Screening Questions" below.)
  - Once you have received their answers and they are cleared to visit, please notify the front desk of the visitor and the day/time they will be at the office.
  - Any non-essential visitors are asked to reschedule their visit for a minimum of 30 days or conduct the meeting electronically (via phone, webex, etc.).

## Safe Work Practices

- Limit all project training and new hire orientations to 15 or fewer people. Maintain adequate spacing in the training room and disinfect any surfaces after the conclusion of the orientation/training.
- Limit non-essential personnel from entering the project field office.
- Limit all hands safety meetings to no more than 15 people at a time. Utilize the JHA format to share the weekly company message and the messages developed by the site leadership with your crew.
- Limit the number of passengers we transport at any one time
  - No more than 4 people in a crew cab truck
  - No more than 2 in a regular or extended cab truck.
  - No more than 10 on any people hauler, evenly space your riders within the people hauler/van/bus by taping off those seats that are to remain vacant.
- Ask your employees to frequently wash their hands, to wear their gloves and other required PPE, to not share food, drink or PPE with others.
- Advise employees to maintain a safe distance from each other while working-as much as feasible.
  - Limit the number of people in the POD to no more than what can safely assemble while maintaining 3-6 feet of separation-actively disinfect areas after meetings.

## RESPONSE

### Prior to the appearance of symptoms:

- Contact your Supervisor by telephone if you were in China or any of the affected countries outside of the United States in the last 14 days.
- For Blattner visitors (including, but not limited to, business guests, interview candidates, onsite suppliers/contractors), the Blattner employee sponsoring the visitors must proactively ascertain whether the visitors have been to China or any of the affected countries outside of the United States in the past 14 days. Visitors found to have been in these countries should not be permitted within the project site or Corporate Office. Alternate arrangements for face-to-face meetings should be made to minimize potential exposures.

## COVID-19 Screening Questions:

### 1. Have you traveled to/from any foreign country in the last 30 days? (yes or no).

If yes, is the country where the person traveled from, at a level 3 or 4? If yes, it is recommended we do not allow this individual on Blattner premises. (Below are countries at Level 3 as of 3.14.20)

- China
- Iran
- South Korea
- Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City

If no, the individual can enter Blattner premises.

### 2. Have you been in close contact with someone who has traveled to any foreign country in the last 30 days? (yes or no).

If yes, is the country where the person traveled from, at a level 3 or 4? If yes, it is recommended we do not allow this individual on Blattner premises.

If no, the individual can enter Blattner premises.

### 3. Have you experienced any COVID-19 related symptoms in the last 30 days? (yes or no)

If yes, have you been seen by a medical professional and cleared? (yes or no)

Clearly, if the individual has not been cleared, he/she should not be onsite. If the individual has not experienced any COVID-19 related symptoms in the last 30 days, he/she is able to enter Blattner premises.

- All approved visitors will be ascertained whether they have visited China or any of the affected countries outside of the United States in the past 14 days during their check-in process.



### At the first appearance of symptoms:

- Immediately notify your supervisor at the first onset of symptoms. Electronic notification is preferred.
- Supervisors should encourage remote work (when possible) or the use of sick time, for any employee exhibiting symptoms.
- Employees should remain away from Blattner project sites and Corporate Office until all symptoms have been absent for 14 days or cleared by a medical professional.

### Symptoms while at work:

#### 1. What do I do if an employee indicates they are experiencing flu-like symptoms (cough, aches, fever, trouble breathing, etc.) and are unsure if they are COVID-19 related?

Anyone exhibiting such symptoms should be asked stay home.

The local clinics and hospitals will simply ask them to implement home isolation until such symptoms are very bad. Therefore, we do not need to ask them to go to a clinic, but they should get in touch with and stay in touch with a clinic to open their dialogue with their service provider, particularly if symptoms worsen.

Meanwhile, any employee indicating they are experiencing symptoms can utilize WorkPartners as a screening and triage solution. Get the employee's phone number and give it to WorkPartners, so WorkPartners can contact the employee.

The supervisor must give WorkPartners the employee phone number, so they know that they are getting a call from a business partner.

If the EE accepts this service, the supervisor will need get the employee phone number and instruct them that a physician will be calling to complete the screening.

The supervisor will then email the employee name and phone number to the Risk Management team; Susan Conley, Benson Lowell and Kayla Kugler.

A member of the Risk Management team will email the EE's name and phone to our contact (Patty) at WorkPartners. WorkPartners will get the information to the physician that is doing the screenings.

The physician will call the employee and do the screening.

The physician will complete and send a notification to WCS, PM, SM, SSC, EHS, GS-Safety with the results of the screening.

The SM or SSC will contact the supervisor and give them results of the screening.

The supervisor will call the EE to have them come to work or remain at home.

#### 2. For those employees who have had flu-like symptoms what is the protocol to determine whether it is acceptable that they return to work?

The decision to discontinue home isolation should be made in the context of local circumstances. Options now include both 1) a time-since-illness-onset and time-since-recovery (non-test-based) strategy, and 2) a test-based strategy.

Have the employee remain on home isolation until they are cleared for work by WorkPartners according to one of these methods.

##### **A. Time-since-illness-onset and time-since-recovery strategy (non-test-based strategy):\***

**Persons with COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue home isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 7 days have passed *since symptoms first appeared*.

**or**

- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected  $\geq 24$  hours apart (total of two negative specimens).

**B. Test-based strategy:** In areas where a test-based strategy is available, *only one swab is needed at sampling.*

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 7 days have passed *since symptoms first appeared*.

**or**

- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected  $\geq 24$  hours apart (total of two negative specimens).

Utilize WorkPartners to assist with the screening of employees prior to allowing the employee back to work.

### **3. What to ask someone who says they have flu-like symptoms?**

Ask the employee what other workers they worked closely with, or socialized closely within the past two weeks?

Capture a list of those names. Contact each of those individuals and ask them how they are feeling. Continue to follow up with that list of people for at least two weeks. If anyone starts to complain of symptoms ask them to implement home isolation.

### **4. What do you tell people when someone tests Positive for COVID-19?**

If someone tests positive for COVID-19 it is likely the local governmental Department of Health will want to speak with the employee or others, thus we should make access to people as available as possible.

Alternatively, we should conduct an investigation, asking the person who tested positive what other workers have you worked closely with the past two weeks as described above?

### **5. How do I share with individuals that they may have been exposed?**

Tell them, "we have become aware that one of your co-workers has tested positive and based on the circumstances as described to us by such person, you have been identified as someone who could have been exposed. How are you feeling?"

To the extent this dialogue leads to finding another individual that is displaying symptoms, follow the guidelines above.

- If symptoms appear while at work, immediately notify your supervisor via phone, directly leave and return to your home.
- When symptoms appear at work, supervisors should send those employees who work in the ill employee's immediate physical work area home. The employees closest to the ill employee are the most likely to be infected and taking the proactive step of encouraging work-from-home scenarios (when possible) will prevent further transmission of the virus.
- Once an employee has been confirmed to have COVID-19, all employees within that project site will be notified. Remote work will be encouraged (when possible) until it can be determined whether other employees have become ill.
- During their absence, the ill employees work area and associated common areas will be decontaminated through the use of over-the-counter bleach or anti-septic wipes, or other practical means.

- All employees exhibiting symptoms shall receive written doctor's clearance to return to work upon resolution of the illness.
- Supervisors should encourage remote work (when possible) or the use of sick time, for any employee exhibiting symptoms.
- Employees should remain outside Blattner project sites or Corporate Office until all symptoms have been absent for 14 days or cleared by a medical professional.

## RECOVERY

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- Containment and control processes noted above will continue until public health officials deem the outbreak contained, a cure/immunization/treatment has been announced, or there are no reports of ill employees within the project for 14 continuous days. Once deemed safe, employees may return to work. Upon returning to work, take steps to clean and sanitize individual work areas as appropriate.



## SCENARIO - Confirmed Case of COVID-19 at work

**Examples:** Employee notifies supervisor that he/she tested positive for COVID-19 while at work.

### Likely Effects:

- Employee
- Other employees were infected
- Short to long term absence(s) from employee(s) due to illness

### Considerations:

- Received medical documentation to confirm case?
- Have others been identified who came in close contact with confirmed case employee?
- Have all employees who where in close contact notified and quarantined?
- Is there a plan to maintain the work of the employee(s) now absent?
- Does the employee(s) need to be paid when away from work while being tested?
- Will the employee be paid while in quarantine?

### List Potential Business Impacts and Risks based on considerations above:

*Example: essential site personnel refuse to come in*












### For each Business Impact or Risk, list mitigation action:

*Example: allow work from home for individuals refusing to come in during peak period*

### For each Business Impact or Risk, list Recovery plan after event:

*Example: when situation is resolved, have employee return to work after having area sanitized by local contractor*

## APPENDIX A: COMMUNICATION STRATEGY

	Action	Responsible
	<input type="checkbox"/> Identify the infected employee by name and employee number.	Site Manager
	<input type="checkbox"/> Notify Blattner Management by telephone and inform one of the following people of the potential infection: Director of Construction, Risk Management Director or the Vice President of Segment. The Individual you contact will have responsibility to inform the others within the chain of command, including the General Counsel and the President.	Project Manager
	<input type="checkbox"/> Establish a conference call to discuss situation and determine course of action. Attendees include: All VPs of Operations, Director of Construction, General Counsel (or other attorney if not available), President, Risk Management Director, Site Manager, Project Manager, Site Safety Coordinator, Vice President-Business Development, Vice President- Human Resources, and appropriate safety and trade General Superintendents.	Project Manager
	<input type="checkbox"/> Identify main point of contact for site that leaders will call. Generally, this will be the Site Manager or Project Manager.	Project Manager
	<input type="checkbox"/> If necessary: Contact OSHA (1-800-321-6742) within 8 hours of learning <u>two or more</u> employees tested positive for COVID-19. In California, notify the Cal/OSHA office closest to the job site.	Risk Management Director
	<input type="checkbox"/> Do not release any information to the media, or other unauthorized persons. If questioned, say, "I am sorry; I am unable to respond to your questions and do not have any further information to provide." Do not post details or speculation on any form of social media.	ALL
	<input type="checkbox"/> If necessary: Refer media to one of the following: General Counsel, Risk Management Director or Vice President, Human Resources.	ALL
	<input type="checkbox"/> If necessary: Notify subs, suppliers, & employees that site may be closed until ____.	Site Manager
	<input type="checkbox"/> Complete an Injury and Incident Investigation Report and send it to the Risk Management Department.	Site Safety Coordinator
	<input type="checkbox"/> Notify other clients (at appropriate time).	Vice President, Operations
	<input type="checkbox"/> Distribute a statement for team to share with employees at site and all employees.	General Counsel

## APPENDIX B: SITE ROLES

**Example:** Site Manager-activate plan, communicate to site team current status and expectations, developments, make calls regarding plan operations, activate communications to leadership as needed, etc.

Project Manager-maintain contact list and ensure up to date, aid site manager as needed, etc.

## APPENDIX C: SITE CONTACTS

**Example:**

Site Manager Name:

Site Manger Cell number: