

Response Plan (Non-Project Site)

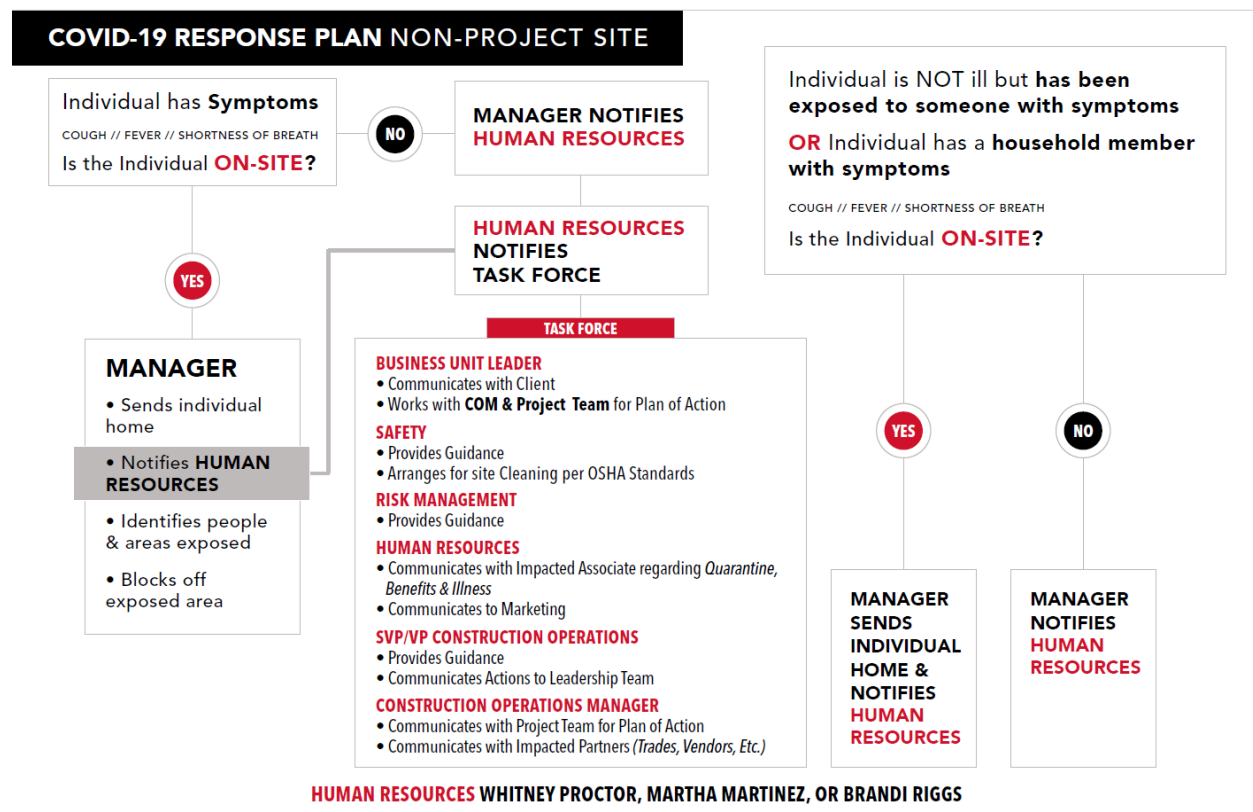
Introduction

At McCownGordon the health and well-being of our Associates, clients and partners is our highest priority. We understand the risk associated with COVID-19 and have a plan in place to address safety, wellbeing and business continuity.

Purpose of Plan

- Keep Associates, clients and partners safe and reduce the spread of COVID-19
- Business continuity
- Ensure compliance with contractual, governmental and regulatory obligations

Response Process



Part 1: Keep Associates, Clients and Partners Safe and Reduce the Spread of COVID-19

Stop the Spread of Germs

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.

- Stay home when you are sick except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.
- Follow mask requirements and recommendations.

Meetings and Social Distancing

- Reduce the number of face-to-face meetings that you are scheduling and attending. Consider a virtual or phone meeting instead.
- Gatherings should be limited to no more than 10 with appropriate social distancing.
- Whenever possible avoid large public gatherings.
- Whenever possible stay 6 feet from others.

Infection Control Measures

- Track through the Daily Questionnaire associate and guest names each day on at the location in case of a COVID-19 positive test result.
- Designate a separate area at your location (if possible) where an ill individual can temporarily isolate while awaiting transportation to their home or to medical care.
- Educate and inform partners of CDC Precautionary Guidelines.
- Display posters encouraging CDC Precautionary Guidelines at the entrance of your project site and in high traffic areas.
- Provide portable handwashing stations in areas where necessary.
- Encourage associates to report illness via phone versus in-person. Ill associates should not come to work.

Procedures for Reported Illness & Exposure

Symptoms include: Cough, Fever, and shortness of breath

Individual is not ill but has been exposed to someone with symptoms -or- Individual has a household member with symptoms

- Separate the individual from others and send home immediately.
- Report the incident to Human Resources.
 - All Field Associates in SD and KC – Call Martha Martinez, 816-985-7408.
 - All Office Associates in KC, SD and All Associates in KS and OK – Call Whitney Proctor, 316-249-3923.

Individual has symptoms -or- Individual has tested positive for COVID-19

- Separate the associate from others and send home immediately.
- Report the incident to Human Resources.
 - All Field Associates in SD and KC – Call Martha Martinez, 816-985-7408.
 - All Office Associates in KC, SD and All Associates in KS and OK – Call Whitney Proctor, 316-249-3923.
- Confirm the areas and people the individual had contact with and during what time.
- Try and determine if the individual knows when they might have been exposed.
- Do not communicate details about the individual's medical condition to anyone other than the COM or HR.
- Do not communicate information about these cases to other Associates, clients or partners without the guidance of Human Resources.

How to Identify Close Contacts

Considerations when assessing close contact include the duration of exposure (e.g., longer exposure time likely increases exposure risk) and the clinical symptoms of the person with COVID-19 (e.g., coughing likely increases exposure risk, as does exposure to a severely ill patient).

The CDC defines close contact as:

- Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic clients, 2 days prior to positive specimen collection).
– or –
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

Informing Those in Close Contact

Human Resources will inform those who were in close contact of the situation.

- Communicate that our top priority is the health and safety of our Associates, Clients and Partners.
- Keep the identity of the individual with COVID-19 private.
- The Centers for Disease Control and Prevention recommends that these individuals limit public activities.
- Those who have come in close contact should self-quarantine and work from home (if possible) until they are symptom free for 14 days from the day, they had contact.
- Share necessary facts about the situation, our response and ongoing steps to protect people.

Self-Quarantine

When people are in self-quarantine, they may have no symptoms, but because there is a possibility that they might have been exposed, the CDC and healthcare leaders indicate they should stay away from others in public settings. People in self-quarantine should not go to work, school, or any public places where they could have close contact with others.

Part 2: Business Continuity

Immediately Stop Work in Exposed Area

Human Resources or the COVID-19 Office Coordinator is responsible to stop all work directly associated with the area in question. The area should be controlled in such a manner to eliminate the potential for both worker and public exposure. Isolate infected work areas using signage (especially if the area cannot be secured).

Cleaning

Work with Safety and Risk Management to determine scope of cleaning needed including the need for a third-party sanitation service. Cleaning must comply with OSHA's standards, including proper disposal of regulated waste. Post applicable warning notices.

Continuity of Operations

- Provide support to ensure that core functions, people and skills are identified and that strategies are in place to ensure continuity of operations.

- Human Resources, Safety and Risk Management, and Operations will consult to prepare the location to safely function with a potential for increased absenteeism and a reduced workforce.

Part 3: Ensure Compliance with Contractual, Governmental, and Regulatory Obligations

- The Company will review and comply with local governmental guidance including OSHA CFR 1904 Recordkeeping requirements.
- Consult with Ryan Manies: VP, General Counsel rmanies@mccowngordon.com regarding contractual obligations.
- Follow CDC quarantine recommendations.

Other Resources

- Missouri hotline number is **877-435-8411**. The hotline is being operated by medical professionals and is available 24 hours a day, 7 days a week.
- KDHE Hotline number is 866-534-3463
- <https://www.osha.gov/SLTC/covid-19/>
- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>