

MP COVID-19 Response Plan

Symptoms of COVID-19:

- The severity of COVID-19 symptoms can range from very mild to severe. The following symptoms may appear 2-14 days after exposure: Fever, cough, shortness of breath.

Who is at higher risk?

- Older adults
- People who have serious chronic medical conditions such as heart disease, diabetes or lung disease

How is COVID-19 spread?

The virus is thought to spread mainly from person-to-person contact

- Between people who are in close contact with one another (within 6 feet)
- Through respiratory droplets produced when an infected person coughs or sneezes
- It may be possible that COVID-19 can spread by touching a surface or object that has the virus on it and then touching your own mouth, nose or eyes, but this is not thought to be the main way the virus spreads

Employee Health and Safety:

- Any employee who is sick or has any of the COVID-19 symptoms such as fever, coughing, or shortness of breath will stay home.
- Employees who show or report symptoms of acute respiratory illness (cough shortness of breath, etc.) will immediately be sent home.
- In addition, MP encourages anyone showing symptoms of any sickness to stay home and not return to work until cleared by a medical provider and/or are symptom and fever free for 24 hours.

Personal Hygiene:

- Wash your hands thoroughly with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.
 - If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Cover your cough or sneeze
- Avoid touching your eyes, nose, mouth or other parts of your face.
- Stay home when you are sick.

Cleaning and Disinfecting:

- Hand sanitizer, soap and water, or effective disinfectant will be provided for use by all employees and visitors.
- Clean and disinfect frequently touched objects and surfaces. These surfaces include the following:
 - Office/Buildings: doorknobs, light switches, phones, computers, keyboards, copy machines, elevator buttons, toilets, sinks, countertops, power towel dispensers, desktop surfaces, handrails, vending machines, countertops, tables, cabinets, etc.

- Shop/Yard/Jobsite: equipment door handles, keys, gear shifters, steering wheels, operator controls, fuel pump dispensers, etc.
- Sanitize/disinfect facilities and work areas after persons suspected/confirmed to have COVID-19 have been in the facility or work area.
 - It is recommended to close off areas used by these persons and wait as long as practical before beginning cleaning and disinfecting as a means of minimizing potential exposure to respiratory droplets.
 - Cleaning staff should safely clean and disinfect all areas used by these persons focusing especially on frequently touched surfaces. Wear disposable gloves at a minimum while cleaning.
- Check the SDS for any chemical used to sanitize or disinfect to ensure proper use and PPE is followed.

General Guidance:

- Practice “social distancing” as much as possible.
 - All personnel have the responsibility to remind each other to stay at least 6 feet apart. This includes during pre-tasks, toolbox talks, tailgates, bend and stretch, etc.
 - Do not congregate in groups where 6 ft. distance between individuals cannot be maintained.
 - Avoid the public whenever possible and set up traffic and pedestrian controls to protect the work site.
- Increase proactive communication measures between all parties regarding schedule, daily activities, etc. to reduce/minimize worker exposure.
- If possible, have only necessary employees start at the show ups/yards and others go straight to the job sites.
- Do not congregate during lunch or breaks. Practice social distancing and staggered lunch breaks to eliminate group gatherings.
- Suspend all large group meetings. Large group is defined as anything over 6 people.
- The first line of communication should be phone, rather than in-person.
- Use of video conferencing/conference calls is the preferable method for conducting discussion-based meetings.
- If an in-person meeting is absolutely required and cannot be rescheduled or attended remotely, the meeting is limited to a maximum of 10 people while maintaining social distancing of 6 feet or more between all individuals and meeting outside whenever possible.
- Limit physical contact. No handshakes.
- Do not share iPads, tablets, or pens.
- Do not share water bottles or containers.
- Sharing of Personal Protective Equipment (PPE) is strictly prohibited.
- For Vehicles, Equipment, and Tools:
 - Limit the number of people riding in a vehicle together. If you are uncomfortable with carpooling in a company vehicle, you may drive yourself to the jobsite in your personal vehicle.
 - Wipe down and disinfect shared vehicles after each shift.
 - As much as possible, do not share tools or equipment

- If a tool or piece of equipment must be shared, the parts of it that are touched should be sanitized between uses.
- Field employees: wear your work gloves and safety glasses.
- Employees may wear a face covering if they feel appropriate or if required to by local policy.
- Any employee with the ability to work from home can do so with supervisor approval. Any employee whose position does not allow them to work from home but wishes to stay home, should contact their supervisor or HR for further guidance.
- Employees are to work with their Supervisors/Managers and HR to accommodate work schedules for those with school aged children with school closures.
- For those that feel uncomfortable coming to work due to the outbreak should contact their supervisor or HR for further guidance.
- Hospitals are a high source of contamination – use online services (telehealth, Dr on Demand) when possible.
- Follow our company protocol and the protocol of the customer.
- Do not text, I.M., send emails, or post on social media about yourself or a crew member having symptoms or testing positive for COVID-19.
- Social distancing measures shall be monitored and documented during safety audits.





Coronavirus Exposure/Infection Guidelines:

- Any MP employee confirmed to have Coronavirus (COVID-19) must stay home for a minimum of 14 days, or following healthcare provider's written advice on when isolation can end if earlier than 14 days (minimum of 10 days passed since confirmed positive test will be required along with no present symptoms), and follow the return to work requirements listed below. Employees are required to contact Human Resources to be advised of next steps.
- Any employee that has been in close contact with someone confirmed positive for Coronavirus must contact Human Resources and/or Safety for guidance. Evaluation of the extent and situation of exposure shall be conducted. Employees shall be directed to comply with the CDC interim guidance on potential exposure for critical infrastructure workers or to shelter at home for 14 days. Should the employee shelter at home, the employee shall contact Human Resources to be advised of next steps. (see chart below for definitions of close and casual contact)

Return to Work:

- In accordance with CDC guidance, the following criteria must be followed for an employee with a positive test result to return to work:
 - At least 14 days must have passed from positive test notification, or following healthcare provider's written advice on when isolation can end if earlier than 14 days (minimum of 10 days passed since confirmed positive test will be required along with no present symptoms); and
 - At least 24 hours must 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 10 days must have passed since symptoms first appeared.
 - The CDC recommends extending the duration of isolation for severe COVID-19 cases up to 20 days after symptom onset.

COVID-19 Guidance for Employees/Leadership

Confirmed Positive (+) Test		Safety/Leadership Direction		
		Primary Employee	Crew/Work Group Close Contact – Exposure within 6’ for 15 minutes	Project/Work Site Casual Contact – no exposure within 6’ for 15 minutes
Employee		<ul style="list-style-type: none"> Employee notifies supervisor and HR via phone Employee stays home for required self-quarantine period 	<ul style="list-style-type: none"> Crew/Work Group advised of positive test* Evaluation of extent and situation of exposure shall be conducted by HR and Safety. Employee shall be directed to comply with the CDC interim guidance on potential exposure for critical infrastructure workers or to shelter at home for 14 days Sanitize work area/equipment/tools 	<ul style="list-style-type: none"> Crew/Work Group advised of positive test* Unexposed site personnel may continue onsite work Self-monitor for signs/symptoms of COVID-19** Continue hygiene and disinfecting measures
Direct Contact		<ul style="list-style-type: none"> Employee removed from project site and follows self-quarantine period of 14 days 	<ul style="list-style-type: none"> Crew/Work Group advised of co-worker direct contact exposure* Site personal may continue onsite work Self-monitor for signs/symptoms of COVID-19** Continue hygiene & disinfecting measures 	<ul style="list-style-type: none"> Continue hygiene and disinfecting measures
Secondary Contact		<ul style="list-style-type: none"> Employee may continue onsite work, but self-monitor for signs and/or symptoms of COVID-19** Continue hygiene and disinfecting measures 	<ul style="list-style-type: none"> Continue hygiene and disinfecting measures 	<ul style="list-style-type: none"> Continue hygiene and disinfecting measures
Two or more Persons Removed from Contact		<ul style="list-style-type: none"> Continue hygiene and disinfecting measures 	<ul style="list-style-type: none"> Continue hygiene and disinfecting measures 	<ul style="list-style-type: none"> Continue hygiene and disinfecting measures
* Notification Protocol (Comply with HIPAA & ADA confidentiality requirements)		** If employee develops/exhibits signs or symptoms of COVID-19, notify your Supervisor and HR via phone. Do not come to work and make the decision to contact a medical provider.		MP notifies all other contractors and suppliers with exposed employees