



SAFETY
BY CHOICE

GRANITE

GRANITE[®]

COVID -19 Response Plan

PUBLISHED BY

Granite's COVID-19 Response Team

This Version 3.1 is accurate as of 4/16/20

For the most up-to-date information refer to the [COVID-19 information page](#) on Granite Insiders

Granite COVID-19 Response Plan

As concerns surrounding the COVID-19 outbreak continue to grow, Granite has developed this plan and continues to monitor the situation daily. To ensure we are taking the right precautions, we are following the guidance provided by the CDC, other government and public health agencies. Our COVID-19 Response Team is meeting daily and adding updates as required to address the emerging events. We are also in regular communication with business partners to exchange information and share best practices.

We rely on our Core Values to help guide us through these times, knowing the health and safety of our employees, their families, and the public safety are our priority.

Preserving the health of our company and industry is also a priority and we must continue to work to the best of our abilities so the economic health and safety of all employees is preserved. We recognize the impacts of this crisis reach far and wide and affect each person and their loved ones differently. We are committed to you, the people who make this company great. **We are in this together!**

RESPONSE TEAM

LEAD

- ▶ SVP of HR + EC member

RESPONSE TEAM MEMBERS

- ▶ VP of MarCom
- ▶ Director of Benefits
- ▶ Safety Compliance Manager
- ▶ CIO
- ▶ Corporate Counsel
- ▶ VP of Safety
- ▶ PNW Region HR Manager
- ▶ Coastal Region Manager
- ▶ Coastal Region HR Manager
- ▶ VP Labor Relations

RESPONSE TEAM ADVISORS

- ▶ VP HR Construction + Materials Management
- ▶ Director of Risk Management
- ▶ Supply Chain Manager

GRANITE COMMUNICATION

Objectives

- Keep Granite employees and their family members safe by reducing transmission
- Protect people who are at higher risk for adverse health complications
- Continue to serve clients and owners at professional standards
- Consistent with our core values, do our part to slow community spread of the virus
- Minimize adverse effects to other entities and their supply chains

Internal Audience

Information about COVID-19 is distributed via all-employee emails, published on the Granite Mobile App, and promoted in the Monday Minute. In addition, the [COVID-19 information page](#) is prominently featured at the top of our intranet site, Granite Insiders and updated regularly.

Resources

- [COVID-19 Employee Awareness Video](#)
- [Granite Insiders COVID-19 information page](#)
- [Granite News App](#)
- [COVID-19 abridged onboarding process for craft employees](#)
- [Granite Construction Supply](#) (Order banners, posters and wallet cards)
- Links to the [CDC](#), [WHO](#), [Local Health Department Resources](#) and the [Canadian](#) and [Mexican](#) government health sites so that employees may check to receive the most relevant guidance.
- [Site specific Safety Plan](#) (for managers, access required)
- [COVID-19 Case Tracker](#) (for HR, access required)

External Audience: Clients + Business Partners

We have published a [COVID-19 page](#) on our corporate website. Additionally, we have used our social media sites to post about our teams, safety, and community involvement.

INFORMATION ON RELEVANT BENEFITS

[Anthem - Live Health Online](#)
[Aetna - Teledoc](#)
[Employee Assistance Program](#)

We also recommend that employees call the member services number listed on the back of their Medical ID card to inquire about telemedicine services for their health plan. Notice: All guidance derived from Centers for Disease Control (CDC)

Breaking the Chain

Preventing the Spread of Coronavirus

BE PREPARED

Our goal is to balance the health and safety of our employees while meeting the needs of our clients by keeping our field operations going. Each Region/Division will form a response team to implement this plan. A member of that team will be designated to help coordinate and communicate applicable public health department guidance to the team. Regular check-ins will be necessary to facilitate consistent, unified management during the ensuing COVID-19 Pandemic.

Working Remotely

All department and regional leadership teams should prioritize which employees are eligible to work remotely. The IT department increased the number of VPN connections significantly in anticipation of more people working remotely. People who fit the following description should be prioritized for remote work:

- Primary work responsibilities can be performed remotely with existing equipment;
- Employees without backup or single points of failure;
- Employee must have a company laptop, VPN access, and broadband internet services;

DEPARTMENT LEADERS

It is essential that we lead by example. Please keep this in mind as you implement this response plan and the site specific response plan in your respective business unit.

- Department leaders should ensure that they have current phone numbers for their employees in case of the need to contact outside of business hours regarding changes to the work schedule/plan.
- Department leaders should identify and facilitate cross-training to mitigate absenteeism if employees fall ill.
- Identify points of contact for people outside of Granite who may need to be notified of a COVID-19 case, such as owner, general contractor subcontractors, teaming partners, etc.

GENERAL

Employees who are sick should NOT report to work while they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, body aches, chills, or fatigue. Individuals should seek medical attention if they develop these symptoms.

All employees, partners, subcontractors, vendors and/or visitors will perform a personal COVID-19 Daily Health Check prior to entering offices or work sites.

Employees must practice social distancing while at work. A minimum of 6 feet should be kept between people unless absolutely necessary to provide instruction, perform a task, or render aid. The duration and frequency of employee interactions must be kept to a minimum. When employees must work in close contact for more than 10 minutes, additional work practice controls will be instituted according to the hierarchy of controls. Safety Managers will assist with risk assessment and Job Hazard Analysis (JHA) development.

Avoid holding meetings or gatherings of 10+ people. Perform meetings online or via conference call whenever possible.

Discontinue handshakes and avoid physical contact. Avoid touching face; especially, mouth, nose and eyes.

Wear cloth face coverings or masks on projects or public settings where it is difficult to maintain social distancing measures, especially in areas of significant community-based transmission. Some states/counties have mandated more stringent guidelines for face coverings/masks, when working in these areas local guidance must be followed.

Wash your hands frequently with soap and water for at least 20 seconds. Use hand sanitizer with at least 60 percent alcohol when soap and water aren't available. Always follow good hand washing practices:

- Upon arriving at the jobsite and
- Before going home
- Home at the end of the day
- Before and after eating
- After using the toilet
- After touching garbage or other waste materials

Breaking the Chain, continued

Preventing the Spread of Coronavirus

Set expectation to use Speak Up/Listen Up program to proactively address employees who are not following these guidelines or practicing good hygiene.

Commuting together should be avoided unless the employees live in the same house.

Discontinue collection of signatures until further notice for time, per diem and safety meetings. Records must still be filled out by the Supervisor in accordance with company procedure.

Clean mobile devices daily with disinfecting wipes daily or a cloth dampened with soap and water. Make sure the device is off and powered down before cleaning. If using alcohol wipes, they should be 60-70% alcohol, concentrations higher than this may damage protective coatings on your device.

Do not order buffet style meals or catering which requires shared use of utensils and increases contact with food. If meals are catered, they should be packaged individually.

Inform employees that they may voluntarily contact their manager and/or Human Resources to inquire about a temporary alternative work accommodation if they believe they are at-risk, but also inform employees that they are not obligated to share any private health information.

Set expectation with owners, partners, subcontractors and suppliers to notify their Granite contact in the event an employee is suspected or confirmed to have coronavirus. The Granite employee should notify the project manager who will in turn contact local HR Manager or Safety Manager.

Hang up Stay Safe and Healthy jobsite banners and office posters near entrances to worksites and facilities. Post the blue CDC COVID-19 poster near entrances to offices and facilities.

Focus cleaning efforts and services on contact points such as handrails, knobs, and switches. Other potential points of transmission are appliances, coffee pots, water coolers, etc., anything that multiple people touch.

Utilize disposable hand towels and no-touch trash receptacles.

Make cleaning supplies available to employees so that they may clean their work surfaces in their workspaces daily. Provide reminders to the employees to clean their workspaces.

Review guidance in the Site Specific Safety Plan before assigning employees to clean or disinfect contaminated areas or items.

COVID-19 CHAMPION

All offices, projects, shops and facilities will designate a weekly COVID-19 Champion. This Champion will monitor our guidelines and best practices to ensure compliance while performing their daily job duties. Depending on project size, complexity and type of work activity more COVID-19 Champions may need to be designated, in certain circumstances they may need to fill this role full time. Champions should be provided a copy this plan.

DAILY HEALTH CHECK

GRANITE



Do you have a fever?



Do you have a cough?



Do you have shortness of breath?



Have you been in close contact with someone known to have COVID-19?



Have you traveled to a high-risk area in the last 14 days?



Breaking the Chain, continued

Preventing the Spread of Coronavirus

FIELD OPERATIONS

Each Region/Division is responsible for implementing and managing a site specific safety plan for their respective business unit. A template has been developed for this purpose. A link can be found in the Resources section on page 1.

Management teams will assess the risk of COVID-19 on the workforce and materials in the supply chain; this may require working with all subcontractors to determine the impact and if there is a point at which continued construction would not be viable (or to begin seeking alternative material sources).

Risk of COVID-19 exposure will be evaluated through normal risk assessment and JHA procedure.

Additional controls necessary to protect employees will be incorporated into JHAs for each activity and communicated via Take 5 meetings.

TRAVEL

Discontinue all non-essential business air travel until further notice. Driving within the local business area is allowed, but only do so if critical to maintaining business operations.

Essential travel is defined as:

- Owner/Client Obligations (Contractual)
- Mandatory in Person Attendance
- Pre-Bid Meetings
- Bid Submittals
- Owner Meetings (see if these can be done virtually)
- Onboarding Employees
- Final Walk Throughs
- Serious Injury
- Crisis Event
- Regulatory Investigation
- ETC.

Day trips in your own vehicle to job sites are fine. Cancel plans and attendance for all conferences until further notice. Report all travel, personal or close contact, to HR Manager. Self-quarantine for 14 days upon return from business and personal travel from countries listed on the blue CDC travel restriction poster.

Note: This is for BOTH business and personal travel.

Keep in mind, any country you travel to could be added to the [CDC watchlist](#) at any time, thus requiring you to self-quarantine upon your return.

Employees who have already returned from one of the CDC watchlist locations beyond that 14-day window and exhibit no symptoms are free to return to work.

WORKING OUT OF TOWN

Follow guidance above and the following:

- Direct employees to follow local guidance for the location of work. Identify public health websites and trusted local news sources and check for updates daily. Provide resources and support.
- Employees should stay in separate hotel rooms.
- Rooms should be cleaned by housekeeping daily.
- Provide hand sanitizer to clean hands and disinfecting wipes to clean contact points in vehicles and hotel rooms.
- Instruct employees to have medical insurance cards and contact numbers for medical providers and benefits readily available.
- Provide information for online doctor consultation resources if provided by benefits.
- Remind employees to have enough personal medication on hand.
- Employees should limit interaction outside of work and coordinate food and laundry needs to minimize exposure.

Managing Sick Employees

Preventing the Spread of Coronavirus

MANAGING SICK EMPLOYEES

Actively encourage sick employees to stay home.

1. Verify

Verify each report is true from the source of the report. Speak directly to the person who is reporting a confirmed case. Do not make assumptions.

Ask employee Daily Health Check questions (see page 3) from a safe distance.

Employees who Report or Exhibit Symptoms of COVID-19

- If an employee answers yes to any of the questions during the COVID-19 Daily Health Check, they should be separated from employees and be sent home immediately.
- Instruct employee to self-isolate and contact their personal physician for guidance.
- Provide them contact information for HR Manager.
- The employee should follow-up with HR Manager as soon as they receive guidance from their personal physician.

2. Notify

Project Team is to notify the Granite Region/Division Management of exposure or symptoms:

- Main Contact HR Manager or
- Safety Manager

3. Respond

The Project Team Will:

- Contain office, equipment, trucks and machinery and notify employees who may have been potentially exposed.
- Identify other employees or partners who may have been exposed.

The Granite Region/Division Management Team will:

- Notify local health department and ask for direction to ensure a proper local response.
- Review the definition of "Close Contact" and COVID-19 Risk/Decision Matrix with employees who were potentially exposed.
- Notify Region, Group, and Corporate Management.
- Send out formal notification to employees, owners, partners, and subcontractors.
- Advise Group Legal Counsel of any requests for notification or contractual impacts.
- HR Manager will report case on [COVID-19 Case Tracker](#).

Cases we Expect to be Tracked in the Tracker:

- Laboratory Confirmed Case
- Awaiting Test Results
- Presumed Positive by Doctor
- In Isolation Due to Close Contact

Cases must be recorded by the end of the business day in which we received notice and updated periodically until the case is confirmed to be closed or negative.

MANAGING REPORTS OF CLOSE CONTACT

If an employee reports that they were in close contact or become aware of a situation in which close contact occurred, do the following:

Review the definition of "Close Contact" with employees who were potentially exposed.

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 or room with a COVID-19 case. - or -

Having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on).

Employee Meets Definition of Close Contact:

- If an employee believes that they meet the definition of "close contact" direct them to self-isolate immediately and call their personal physician or local health department and describe their potential exposure and any symptoms they may be having.
- Contain and clean affected facilities, vehicles and/or equipment according to guidelines in Containing, Cleaning and Disinfecting Section in COVID-19 Site Specific Safety Plan.
- Employees must accurately report the directions of their personal physician to HR Manager.
- Notify owner, other contractors, vendors or other third parties of potential exposure. All external notifications should be coordinated with group legal counsel.

Employee Does not Meet Definition of Close Contact:

Employees who do not meet the definition of close contact should self-observe for the next 14 days and notify their supervisor immediately if they begin to feel sick or show symptoms. They do not need to self-isolate.

Close Contact Continued + Returning to Work



Preventing the Spread of Coronavirus

EMPLOYEES WHO REPORT OR EXHIBIT OTHER SYMPTOMS OF ILLNESS

All other reports of sickness should be handled normally.

Common symptoms of the flu are abrupt onset of headache, fever, cough, body aches, fatigue, and loss of appetite. Many of these symptoms overlap with COVID-19. Use the guidance above to assess each situation and always err on the side of caution.

If an employee is diagnosed with the flu they should not return to work until their personal physician allows them to do so.

Runny nose and sneezing without other symptoms are considered symptoms of the common cold not COVID-19 or the flu. These employees are allowed to work and should practice additional good hygiene measures.

RETURNING TO WORK

Only allow employees to return to work after receiving confirmation from employee that their personal physician or the local health department determines it is safe to do so and after notifying the Region HR Manager and Supervisor. Employees with COVID-19 who have been directed to isolate can return to work under the following conditions:

Employees with COVID-19 who have stayed home isolated can return to work under the following conditions:

If not receiving a test to determine if they are still contagious, they can leave home after all of these three things have happened:	
<input checked="" type="checkbox"/>	They have had no fever for at least 72 hrs. (without the use of fever reducing medicine).
<input checked="" type="checkbox"/>	Other symptoms have improved (for example, when their cough or shortness of breath have improved).
<input checked="" type="checkbox"/>	At least 7 days have passed since their symptoms first appeared.

If Receiving a test to determine that they are still contagious, they can leave home after all these three things have happened:	
<input checked="" type="checkbox"/>	They no longer have a fever (without the use of fever reducing medicine).
<input checked="" type="checkbox"/>	Other symptoms have improved (for example, when their cough or shortness of breath have improved).
<input checked="" type="checkbox"/>	They received two negative tests in a row, 24 hours apart or their doctor releases them to return to work.

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

SCHOOL CLOSURES

Managers will determine, on a case-by-case basis, if an employee’s tasks can be performed from home.

Managers are responsible for setting expectations of what is to be accomplished and communicating that this is a temporary accommodation/situation.

Managers are to hold people accountable for delivering work, and to monitor their performance accordingly.

For those employees who are not quarantined and are deemed by their manager to not be in a position to work remotely, or when the manager needs a non-quarantined employee to work from a company site, the employee must show up to work and perform their duties.

If employees who are not quarantined do not show up to work, they will not get paid unless otherwise required by law. If eligible, an employee may utilize sick or vacation time.