



Fagen, Inc. Business Infectious Disease Outbreak Response Plan – COVID-19

March 16, 2020

To all Fagen Employees:

The health and safety of our employees, our community and those communities we work in are our top priorities. We continue to monitor the current recommendations from federal, state and local authorities. We continue to utilize the Centers for Disease Control and Prevention and OSHA Guidance on Preparing Workplaces for COVID-19 as our guideline documents. This will be in effect until further notice.

Following are the latest recommendations and requirements which we will enforce:

ALL EMPLOYEES

- Fagen, Inc. requires all employees to immediately self-report any known exposure to COVID-19 to their direct supervisor.
- We encourage everyone to self-monitor for signs and symptoms of COVID-19.
- Sick employees must follow the CDC's recommended steps. Employees should not return to work until the criteria to discontinue home isolations are met:
 - ✓ At least 3 days (72 hours) have passed since recovery. Recovery is defined as resolution of fever without the use of fever-reducing medications and improvement in other symptoms.
 - ✓ AND; at least 7 days have passed since symptoms first appeared.
- If you are sick or someone in your household is sick, call your Office Manager / Department Head.
- If an employee is confirmed to have COVID-19, he or she must contact the Office Manager / Department Head and Human Resources immediately. We will inform other employees of possible exposure to COVID-19 and maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to anyone with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- If a current employee is showing symptoms of COVID-19, he or she must contact the Project Manager / Department Head immediately. The following questions will be used:
 - ✓ Have you had an onset of a cough within the last two weeks?
 - ✓ Have you had a new onset of shortness of breath within the last two weeks?
 - ✓ Have you had a fever of 100 degrees or higher within the last two weeks?
 - ✓ Have you had contact with anyone confirmed positive for COVID-19?
 - ✓ Have you traveled outside of the United States in the last two weeks?
- If they answer "Yes" to any of these questions the Project Manager/Department head is to call one of the Fagen, Inc. Business Infectious Disease Outbreak Committee members for next steps.



Fagen, Inc. Business Infectious Disease Outbreak Response Plan – COVID-19

- Please be aware that older adults and people who have severe underlying chronic medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.
- Follow these stay-well practices:
 - ✓ Cover your cough or sneeze. Use your sleeve or arm. We have placed Kleenex and no-touch garbage cans in several locations.
 - ✓ Wash your hands with soap and water for at least 20 seconds. If not available, use an alcohol-based hand sanitizer that contains at least 60-95% alcohol. Remember the importance of good hygiene and how important washing our hands is in stopping the spread of germs.
 - ✓ Practice the suggested social distancing. Keep 6 feet away from one another and do not participate in events of more than 10 people when practical. Please use your best judgement.
 - ✓ Avoid shaking hands.
 - ✓ Do not use others' phones, desks, offices, work tools and equipment when possible.
 - ✓ Wipe down at work. Utilize soap and warm water and/or Clorox wipes to wipe your work stations and computer/printer surfaces, etc. Keep your work environments clean.
- Our health insurance is and will continue to respond to COVID-19. Go to this link for more information:

<https://www.bluecrossmnonline.com/home/>

Please click on "See FAQ, tips, and resources" in the box towards the middle/right side of the page, labeled "CORONAVIRUS INFO".

"Please be assured that *when medically necessary and appropriate* — which is currently determined by accepted guidelines from the Center for Disease Control and/or the Minnesota Department of Health — a screening test ordered by a medical professional *will be covered at no cost with no prior authorization required.*"

- We are preparing for possible increased numbers of employee absences as they relate to essential business functions on a daily basis.
- We are evaluating the need to establish alternating days or extra shifts that reduce the total number of employees at each facility.
- We have placed an immediate temporary ban on non-essential business airline travel both international and domestic. We have also placed a temporary ban on the attendance of business events and conferences. Any airline cancellation credit accrued will be required to be used for future company use.
- We have placed an immediate temporary ban on non-essential Fagen Flight Department travel.



Fagen, Inc. Business Infectious Disease Outbreak Response Plan – COVID-19

- We require all employees who travel outside of the United States during their employment to remain off-site for a period of 14 days after their return to the states. Immediately following the 14 day period, contact Human Resources for next steps. This will not affect your positions.
- We are banning visitors of all ages to all of our facilities and projects. Signage has been distributed to all locations. Please post on all active entrances.
- We are monitoring disease severity in all applicable communities.
- In general, because of the poor survivability of these coronaviruses on surfaces, there is likely a very low risk of spread from products or packaging that are shipped over a period of days or weeks at ambient temperatures. Coronaviruses are generally thought to be spread by respiratory droplets. Currently there is no evidence to support transmission of COVID-19 associated with imported goods and there have not been any cases of COVID-19 in the United States associated with imported goods per the CDC.
- We are currently evaluating our subcontractors, suppliers and vendors to determine any impacts that may have on our essential business functions. This is a daily ongoing assessment.

ADDITIONAL INFORMATION FOR CORPORATE OFFICES

- **Fagen, Inc. requires all employees to immediately self-report any known exposure to COVID-19 to their direct supervisor.**
- We are recommending anyone with underlying health issues and respiratory issues to work from home. Employees who have symptoms of acute respiratory illness are recommended to stay home and not return to work until they are free of fever for a 24-hour period.
- We have implemented a flexible workplace by offering the option to work from home to any parents with young children who do not have day-care options. Those of you who fall in these categories but do not have a laptop can check one out from Kevin Russen of our IT Department.
- We also encourage employees who can do their work from home to do so.
- For those of you who already work remotely, we ask that you stay home and do not commute to the Corporate Office for any reason until further notice.
- We are requesting our cleaning service at the Corporate Office to take additional steps to sanitize all commonly touched surfaces daily (i.e. doorknobs, sink handles, light switches, etc.).

ADDITIONAL INFORMATION FOR CONSTRUCTION SITES

- **Fagen, Inc. requires all employees to immediately self-report any known exposure to COVID-19 to their direct supervisor.**
- We understand that your work requires your presence on the job site. This document contains information to help protect your health.



Fagen, Inc. Business Infectious Disease Outbreak Response Plan – COVID-19

- Morning Safety Meetings will be conducted over the radio or cell phones. Instruct employees to report to their work locations after checking in to limit group size.
- PODs and site meetings will be held via conference calls.
- Breaks and lunch periods are to be taken in your work area or designated locations as directed by your Project Manager to decrease group sizes. Project Managers may schedule staggered breaks and lunch periods as necessary.
- On hire-in days, we will position a Safety Director or another member of the Field Management Staff at the parking lot. Create a staging area for the employees hiring-in and hold them there until all current employees have checked in. No personnel hiring-in will be allowed past the parking lot until all steps of the protocol have been followed.
- Before the personnel can advance to the job trailer for hire-in, they must answer the following questions: (These questions will also be asked in advance by our recruiters.)
 1. Have you had an onset of a cough within the last two weeks?
 2. Have you had a new onset of shortness of breath within the last two weeks?
 3. Have you had a fever of 100 degrees or higher within the last two weeks?
 4. Have you had contact with anyone confirmed positive for COVID-19?
 5. Have you traveled outside of the United States in the last two weeks?
- If they answer "Yes" to any of these questions, direct them to leave the site at this time. Tell them they will need to call Recruiting and re-schedule a new hire-in date.
- We are asking anyone with underlying health issues and respiratory issues to stay home. Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever for a 24-hour period.
- All Office Managers, Safety Directors or other FMS and Tool Room Attendants will be provided with PPE to include latex gloves, eye protection and N95 filtering facepiece respirators or better for the hiring in process, first aid measures and any other direct contact with site employees.
- Our brass in process will be replaced with verbal check in and out via the Office Manager and Tool Room Attendants who will document appropriately.
- Wipe down at work.
- Keep your tools clean.
- Tool Room Attendants will use disinfectant wipes to wipe down tools received back from employees.
- We will continue to monitor additional PPE requirements.



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- All loads of equipment or materials arriving to the project site must adhere to the following: The driver must remain in the truck other than unstrapping or strapping the load. Those off-loading the material will be required to wear an N95 filtering facepiece respirator, gloves and adhere to the social distancing guidelines.

SUBCONTRACTORS

- Fagen, Inc. requires all subcontractor employees to immediately self-report any known exposure to COVID-19 to their direct supervisor.
- All Fagen, Inc. subcontractors will be required to adhere to this plan in addition to their own.
- All subcontractor employees are to first report to their respective companies' supervision upon arrival on site.

QUESTIONS, CONCERNS, ATTACHMENTS & LINKS

- Please direct all questions or related concerns to your Department Head or Project Manager. The Department Heads and Project Managers will direct those questions which they cannot answer to the Fagen, Inc. Business Infectious Disease Outbreak Committee (Evan Fagen, Aaron Fagen, Mark Neu, Chelsey Hodges).
- The committee will continue to monitor the current recommendations and public health communications about COVID-19 from federal, state and local authorities.

- **Attachments sent with this email:**

- ✓ No Visitors posters (corporate facilities & field facilities)

- **Other links:**

CDC COVID-19 website:

<https://www.cdc.gov/>

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Guidance on Preparing Workplaces for COVID-19:

<https://www.osha.gov/Publications/OSHA3990.pdf>

CDC Work, School Home Guidance Poster

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>

CDC Stop the Spread of Germs Poster

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>



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CDC COVID-19 Symptoms

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>