



Date: March 17, 2020

To: All Banks Construction Employees

From: G. Reid Banks

Re: Policy and procedures regarding COVID-19 (Corona Virus) and Employee Protection

We will immediately adopt these procedures to maintain the health and safety of our employees.

Employee Wellness:

If an employee is exhibiting, cold or flu-like symptoms, including a fever, we will ask them to seek medical treatment and leave the workplace immediately. If an employee has a family member or has come into contact with someone who has tested positive for the virus, we will ask that employee to self-quarantine for a minimum of 14 days.

If an employee is exhibiting symptoms or diagnosed with the flu or COVID-19, they must be medically cleared to return to work. This includes a written document from your doctor that must be submitted to your supervisor.

If you are concerned about the coronavirus (COVID-19) or experiencing respiratory or flulike symptoms such as fever and/or cough, MUSC recommends you speak to an online virtual care provider. Virtual COVID-19 screenings are free. Just use the code COVID19 when you log in. (You will need your Insurance ID number on the card)

<https://campaigns.muschealth.org/virtual-care/index.html>

We ask employees and their families follow Center for Disease Control (CDC) guidelines referenced in the attached CDC documents. (What You Need to Know about Corona Virus and What to do if you are sick with Corona Virus)

Project Sites:

Social distancing should be observed whenever feasible. Crew huddles in the field should exercise “social distancing” with supervisors requesting employees stay 6 feet apart during these huddles.

When possible, wash stations and other sanitary measures will be provided and handwashing should be encouraged by supervisors and employees.

Based on available supplies, supervisors are requested to ensure company-owned vehicles and equipment are wiped down and cleaned at the end of each shift.

If an employee is able to purchase cleaning and disinfectant supplies for the company, they will be reimbursed as soon as possible.

Office, Shop, Plant, Lab, Field Office, Company Buildings Procedures:

Access to the main office and divisional buildings will be limited to essential employees only.

If there is a need for an employee to pick up a check or if they have employee benefits questions, we request they call Kristina Dorris at 843-996-0425.

All Internal meetings are discouraged.

External meetings with vendors, subcontractors and customers are also discouraged.

The use of technology and conference call meetings should be used instead of face to face meetings. If video conferencing meetings are required, please contact your immediate supervisor for assistance.

A cleaning schedule needs to be developed by the manager for each facility for the high traffic areas to be sanitized twice daily. Examples, entry\exit door handles, kitchen area, landline telephones, conference rooms, bathroom areas.

Travel:

Business – Airline travel for business purposes is canceled for the foreseeable future.

Personal – Travel for personal reasons should be communicated to their supervisor and a decision made to request the employee self-quarantine for a period of time agreed upon by the employee and supervisor. Guidance is 14 days. Travel outside the United States will require a mandatory 14 day self-quarantine period upon returning.

Work From Home (WFH):

In the event you need to stay home due to school closings, we request you discuss this with your immediate supervisor to see if flexible work hours can be accommodated.

If the employee works in an office environment and working remotely is an option, then we request the supervisor and employee discuss expectations. This may include number of hours worked each day and communication of tasks completed.

No children will be allowed in the workplace.

Temporary Employees:

We will communicate with our vendor to make sure they are evaluating their employees for signs of Coronavirus before sending them to our project sites.

Additional Resources:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.who.int/health-topics/coronavirus>