



COVID-19 Site Specific Response Plan

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* Requires your site-specific information be entered



I. Purpose

The intent of this Site Specific COVID-19 Response Plan is to ensure our MSD projects are aligned and consistent throughout MSD globally. Implementing this Site Specific COVID-19 Response Plan will mitigate the risk of exposure and transfer not only to MSD employees but also our trade partners, clients and community. This will position each project site to be aligned and compliant with CDC, Federal, State and local governments guidelines/requirements to maintain business continuity thus minimizing the impact this pandemic could cause to all our working partners, families and communities.

II. Information and Communication Requirements

Communication of correct information is critical to making the correct decisions for this project. It is imperative that open communication channels exist between MSD project management, trade partners and clients. The following bullet points are required to be followed on this project:

- A. Each project site shall designate a primary communications representative to deliver all communications to the project team, trade partners and client. *
 - a.
- B. Each project site will identify a back-up communications representative in the event the main communications representative is unavailable. *
 - a.
- C. COVID-19 posters shall be posted throughout the site.
- D. Information shared shall be pre-approved by the MSD COVID-19 Response Team.
- E. Information shared shall be from creditable and validated sources:
 - a. Centers for Disease Control (cdc.gov)
 - b. Occupational Safety and Health Administration (osha.gov)
 - c. Department of Labor (dol.gov)
 - d. Ohio Department of Health (ODH.Ohio.Gov)
- F. Develop and implement the proper communications medium daily for this project to keep updated policies, procedures and changes. *
 - a. MSD will maintain daily communication via Phone and Email. MSD will conduct individual site talks to reduce gatherings of 10 or more.
 - b. Tool Box Talks will be held individually to reduce gatherings. Social Distancing will be practiced during these meetings.
 - c. Onboarding/Training will be conducted Skype Video Conferencing

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- G. Each project will establish clear expectations on communication from subcontractors to MSD who were exposed or confirmed positive for COVID-19 *
 - a. Contractors are to ensure their management enforces the policy of you stay home if you are sick.
 - b. If there is a sick employee, the Foreman/Project Manager will notify Phil Smith immediately and the employee will not be allowed on site until 7 days have passed since the onset of symptoms and shows no symptoms for 72 hours without the aid of medication, or the employee has been released from a physician and shows no symptoms for 72 hours without the aid of medication
- H. Overcommunication is required between MSD, subcontractors and client if any person stays home sick for any reason.
- I. "Site-Wide" communication shall only be sent by the MSD primary communications representative (or the back-up communication representative in the event the primary is unavailable).
- J. Subcontractor and Sub-tier subcontractors shall not send mass communications to anyone who is not a direct employee of the subcontractor.
- K. Personal identifying information shall not be communicated in any form (verbal, written-email, letter, text etc.) at any time to anyone not approved to receive it.
 - a. Approved Receivers of Personal Identifying Information:
 - i. MSD COVID-19 Response Team
 - ii. MSD Site Project/Construction Manager
 - iii. MSD Legal Department
 - iv. MSD Regional EH&S Managers
 - v. MSD Human Resources (only if a direct MSD employee)

III. Working Remote

It is the goal of MSD to reduce the number of people at any location to reduce the exposure to or spread of COVID-19. Each Project Manager (MSD and SUBS) shall review all personnel onsite and determine if their job functions can be completed offsite or if it is required, they be onsite to perform their job duties. Any person deemed "non-site necessary" shall immediately begin working from their place of residence.

Following this protocol will allow all "site-necessary" workers the ability to practice social distancing and gathering limits.

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IV. Social Distancing and Gatherings

The CDC and Federal/Local Government have set forth guidelines to help prevent and slow the spread of COVID-19 through social distancing and gatherings limited to 10 or under. Social distancing is defined as maintaining 6 feet of space between you and another individual. These guidelines shall be followed while still in effect from the issuing authority on this project. This includes but is not limited to inside work areas, meetings, break areas, trailers.

1. Site-Necessary Personnel*

All site-necessary personnel shall report to site as usual but maintain the following guidelines set forth by the CDC:

- a. Maintain 6' distance between workers
- b. In the event task require less than 6 feet space, a cloth face cover covering the employee's nose and mouth will be worn
- c. Limit gatherings to no more than 10 people in an area
- d. Conduct meetings through Teams or any other form of virtual teleconferencing

2. Non-Site Necessary Personnel*

- a. Shall work from their place of residence
- b. Shall work their full scheduled shift
- c. Shall join all meetings through Teams or other teleconferencing system
- d. Will get with IT to ensure they have all equipment necessary to support the project remotely

3. Meetings

- a. All in person meetings shall be cancelled, postponed or switched to teleconferencing style.
- b. If a meeting must be conducted in person, the following rules/restriction shall apply:
 - i. Social distancing shall be required (6' separation at all times)
 - ii. Meeting room shall be of adequate size to maintain 6' of separation between people.
 - iii. Held outdoors if possible

4. Work Areas*

All work areas (inside and out) shall follow the social distancing requirement as well as limiting the number of people in a space to 10 or less.

Suggestions for consideration:

* Requires your site-specific information be entered



- a. Stagger shifts to reduce number of workers
- b. Divide out area into zones to limit workers in each zone
- c. Add shifts to further separate work times

1. Enter your project specific information on how you are fulfilling the above requirements. *

5. Break Areas

- a) Break areas are required to follow the same social distancing requirements.
- b) Trailers are cleaned and sanitized daily by the contactor who owns the trailer
- c) Breaks are taken in smaller groups and are to ensure the proper 6' social distancing between employees

6. Offices/Trailers

All offices and trailers are required to follow the social distancing and gatherings requirement. To mitigate the risk of exposure to or transfer of COVID-19 each office and trailer shall:

- a. Not have more than one person in each office
- b. Not allow congregation of any persons in the main area
- c. Have posters up to remind everyone of the guidelines
- d. Have sufficient cleaning supplies and hand sanitizer
- e. Post the contact list in an easily accessible location
- f. If possible, create designated entrance and exit locations to segregate different populations (i.e. client, subcontract partners, MSD/RSM)

V. Travel and Visitors

This section outlines the MSD travel guidelines. If your site has different requirements than below. Subcontractors shall provide MSD/RSM management a list of travelers from other states. *

- **All MSD vehicles should be limited to 1 person/vehicle if at all possible. 2 people is the maximum allowable vehicle load and each person must wear a face cover covering their nose and mouth**

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1. Business Travel

- a) Only travel deemed critical to business continuity is permitted with management approval.
- b) Project allowed travel for trips home (if working out of state) is allowed per MSD. MSD requests that you consider the following to reduce the exposure to or transfer of COVID-19. If your client has specific rules regarding home trips, those are to be followed.
 - a. Can you reduce the frequency of your trips home?

2. Personal Travel

Vacation season is here, and we ask that everyone carefully consider their family's safety and any impact to our team, the (project name) site and our community when planning vacation. Furthermore, the pandemic is escalating quickly so restrictions in the future are not known and this risk should be considered before traveling.

3. Visitors

Visitors are not allowed onsite with the prior approval of the site Project Manager. This is to include client visitors as well.

- a. Only "essential/critical" visitors will be allowed to come onsite
- b. No sales representatives will be allowed onsite until further notice
- c. Visitors will need to coordinate ahead of time with (Site Supervisor) prior to coming to site. If a reason for a visitor is not job critical, the visit will be done via Skype or video.

VI. Deliveries*

All deliveries shall be reviewed prior to arrival to determine where the items are coming from. A plan must be in place if items to be delivered are coming from or passing through any country or United States city/state that is classified as a "hot zone".

- A. Deliveries will be handled by MSD and will be controlled through (Site Supervisor) for large equipment from vendors and small deliveries will be handled on site. Drivers will stay in their vehicles unless they are to unload items.
- B. Signatures required for deliveries will be electronic with no contact.

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VII. Symptomatic Employees

Any employee who is not feeling well or showing any signs or symptoms of an illness should stay home and not come to work. The timeline before a worker can return to site is dependent on several factors and ranges from 1 to 14 days without the release from a physician.

Any employee that has at least one of the following scenarios will not be allowed back onto the project until 7 days have passed since the onset of symptoms, they are symptom free without the aid of medicine for 3 days, or they have been released for RTW from a physician AND they have been released by an MSD Case Manager:

- a. Had a fever above 100.4
- b. Persistent dry cough
- c. Difficulty breathing
- d. Extreme body and/or muscle aches
- e. New loss of taste or smell

Any employee with at least one of the following scenarios will not be allowed back onsite without a negative test:

- a. Has had contact with a person who is confirmed positive for COVID-19
- b. Sought medical treatment and tested positive for COVID-19

VIII. Temperature Reporting

Each MSD employee and subcontractor is required to submit a temperature reading to the site supervisor and/or safety department each day the employee is working.

- a. Temperature shall be taken before coming to the project site and anyone with a fever (100.4 and above) shall remain at home
- b. Temperature must be submitted on Saturday and Sunday if:
 - Employee is working on that day
 - Employee is off during mandatory time off as listed above

IX. Confirmed COVID-19 Case

In the event you are made aware that a worker on your project, one of our trade partners employees or our client's employees who tested positive shall:

- a. Leave the site immediately
- b. Notify supervisor ASAP
- c. Supervisor will notify MSD/RSM management
- d. MSD management will assess next steps to be taken
- e. MSD site management will notify the Phil Smith Safety Manager
- f. Communication to subcontractors and clients

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X. Cleaning

1. Hand Washing

- a. Wash hands regularly
- b. Wash hands for a minimum of 20 seconds
- c. Wash hands with soap and water
- d. Use hand sanitizer between washes
- e. Wash hands when arriving to and leaving the site

2. Daily Site Cleaning

- a. A pre-mixed bleach/water solution will be used
- b. Each office/trailer will be wiped down daily before and after each shift
- c. All common surfaces (tools, handrails, doorknobs, light switches, etc.) must be wiped down regularly

3. Gloves

- a. There shall be a 3/day glove rotation for all employees required to wear hand protection.
 - Pair 1- first arrival to morning break
 - Pair 2- after morning break to lunch
 - Pair 3- after lunch to end of day
- b. After removal, each pair of gloves should be sanitized and left to dry until the following day

XI. COVID-19 testing

Site project team will work with the client to determine the cause(s) and if shutting the project site down is applicable.

- a. Probable cause- If there is probable cause to test an individual, the area will be thoroughly cleaned by MSD employees.
- b. Positive test- If there is an employee with a positive COVID test:
 - i. All affected employees will be notified
 - ii. The affected area will be cleaned using appropriate cleaners and methods as designated by the CDC.
 - iii. Anyone with "close prolonged contact" (within 6 feet for 15 minutes or more or directly sneezed or coughed on) will be tested

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XII. Project Start-Up or Site Re-Open

Site project management team will work with the client to determine at what point a project site can open back up. *

- a. Crews would be notified that the site was cleaned and sanitized through a letter from the contracted company and would be allowed back on site.

XIII. Corporate Office

1. Face coverings are required to enter the office area and must be worn in all common areas. (IE. hallways, lobby, etc.)
2. Exceptions:
 - a. Alone in single office (if someone else enters, all in office must wear a mask)
 - b. Service dispatch has adequate spacing for 3 occupants while seated. If someone enters the room or one gets up, all must wear a mask
 - c. VDC has adequate spacing for 3 occupants while seated. If someone enters the room or one gets up, all must wear a mask
 - d. HR office has adequate spacing for 2 occupants while seated. If someone enters the room or one gets up, all must wear a mask
 - e. Warehouse office has adequate spacing for 2 occupants while seated. If someone enters the room or one gets up, all must wear a mask
 - f. RSM office has adequate spacing for 2 occupants while seated. If someone enters the room or one gets up, all must wear a mask
 - g. The conference room has been spaced out for 1 person per table

The information you provide will be used by MSD/RSM to evaluate and respond to health and safety risks associated with COVID-19 exposure at MSD/RSM facilities. Where necessary for public health and safety reasons, MSD/RSM may use the information you provide in internal and external communications related to the COVID-19 pandemic, however MSD/RSM will not identify you by name in any communication unless required by law. Completed forms will be retained by MSD/RSM in a secure and confidential manner for the duration of the risk of the COVID-19 pandemic.

Thank you for your understanding and cooperation.

* Requires your site-specific information be entered