

SAFE WORK TOOLKIT

An interactive guide for COVID-19
Pandemic **Preparedness** and **Response**

March 2021



Safe Work Tool Kit

This tool kit is interactive, allowing you to move through content and access the information you need quickly. This document also works traditionally. You can view content on each section page, and a list of key topics is linked to corresponding pages, allowing you to move directly to the content you need within that section.

Click on any of these icons at the bottom of each page to jump to a different section

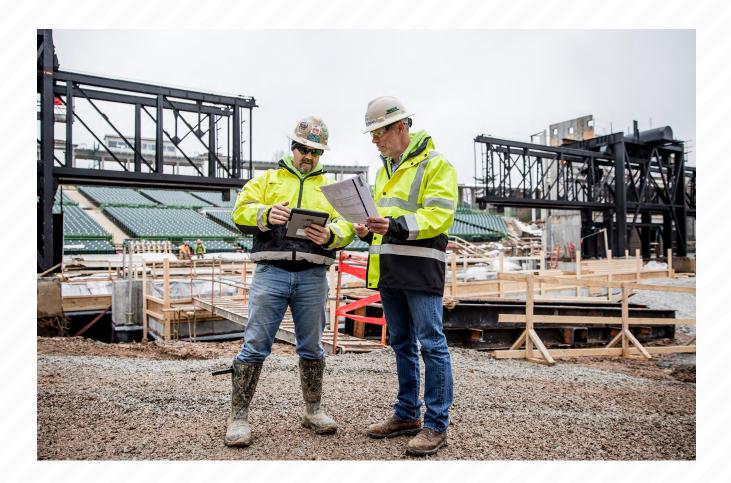




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Tracy HartPresident and CEO, Tarlton Corporation

For Your Family and Community

As we re-populate our offices, we are going to err on the side of caution. Your health is of the utmost importance to us. We know that during this time, when we learn new information regularly, we may need to pivot from time-to-time. You have all been super at adjusting to what has been foisted upon us. Thank you for keeping safety top of mind and for your commitment to Tarlton.



Safe Work Tool Kit Communication

This tool kit is to be used as a Corporate and Recommended Practice Guideline for **ALL TARLTON EMPLOYEES** and **SUBCONTRACTORS**. The following practices align with the Centers for Disease Control (CDC), "World Health Organization (WHO) and Local, State and Federal guidelines.

As the COVID-19 (coronavirus) pandemic – and the response by key government and domestic and international medical organizations – evolves rapidly, Tarlton Corporation continues to monitor the situation closely and will endeavor to implement measures for business continuity, so as to minimize the health risk to our employees and those we work with at our projects and office locations.







Tarlton's employees are required to report to their supervisor if you are exposed to a suspected or confirmed case of COVID-19, so Tarlton may make appropriate decisions regarding the management of its offices, jobsites and workforce.

Tarlton Corporation is closely monitoring the situation with coronavirus disease (COVID-19) and taking proactive steps to minimize as much as possible the health risk to its employees, subcontractors and clients. Tarlton Corporation is monitoring travel and restricting the workplace duties of those who travel to high-risk areas. The list of high-risk areas continues to change and will be updated in the policy as the information becomes available.

o Project Teams must require employees of subcontractors on their jobsites to report all travel outside of the Greater Metropolitan St. Louis Area, or outside of such other metropolitan area in which they may be assigned to work, to a member of the Project Team. High-risk states are continually being evaluated and updated as the situation continues to evolve. Please see the list of high-risk states attached to this policy. Project Teams must require all subcontractors on their jobsites to report to a member of the Project Team, if any of their employees have been exposed to a suspected or confirmed case of COVID-19.

o As of 05/29/2020, high-risk areas will no long be listed by states. Instead, if an employee of Tarlton, its subcontractors, suppliers, or other jobsite visitors are planning to travel outside the Greater Metropolitan St. Louis Area and/or their home region, or if they have traveled from outside the Greater Metropolitan St. Louis Area, they should monitor the area they are traveling to or from for a rapid upward trend in cases of COVID-19. They should then make a determination if the area is a "High-Risk Area" for COVID-19, meaning the location has a rapid upward trend in COVID-19 cases. If that is the case, the person should notify their supervisor or the jobsite superintendent of their travel plans, and may be required to selfquarantine from Tarlton projects for 14 days after their return.

o The employee should continue to practice personal responsibility while traveling to and/or from areas outside the Greater Metropolitan St. Louis area and/or their home region. They should practice social distancing of at least 6 feet from others, wear face coverings where appropriate, and refrain from being in highly congested areas. The employee should also continue proper personal hygiene practices.

o If an individual places himself or herself in a highly congested area where proper social distancing was not maintained and/or face coverings were not worn, they should report the situation to their supervisor immediately and may be required to self-quarantine from Tarlton projects for 14 days.





o Those who travel to and/or from the Greater Metropolitan St. Louis area and/or their home region should continue to monitor the COVID-19 case rate of the area traveled to, or from, to determine if there was a rapid upward trend in the number of COVID-19 cases while they were in this location. If a rapid upward trend is identified, they should report it to their supervisor immediately.

o Employees of Tarlton, its subcontractors, suppliers and others who access its offices, jobsites and other locations, who have been exposed to a suspected or confirmed case of COVID-19 during the previous 14 days must self-quarantine, and are not allowed on Tarlton premises and/or jobsites for 14 days from the day they were exposed. Such persons are NOT permitted to return to work until they are deemed sufficiently symptom-free in accordance with CDC guidelines and/or other protocols. o If a Corporate Office employee or anyone who visited the Corporate Office reports an exposure to a suspected or confirmed case of COVID-19, the Corporate Office will be closed immediately following the report, and all Corporate Office employees will be required to work from home, while a cleaning company is contacted to clean and disinfect the Corporate Office or other locations to appropriate standards. The duration of the closure will be evaluated based on the particulars of the exposure and recommendations of health care professionals, up to 14 days. Such persons are NOT permitted to return to work until they are deemed sufficiently symptom free in accordance with CDC guidelines and/or other protocols and guidelines, which may be issued by federal, state or local public health or infectious disease authorities.

o If an employee of Tarlton, its subcontractors, suppliers, or other jobsite visitors develops symptoms, or tests positive for COVID-19 while present at, or after being at, Tarlton's offices, jobsites, or other locations, such persons must immediately leave the location, and report by telephone to a supervisor so that Tarlton may determine appropriate measures that need to be taken with regard to cleaning, work force management, etc. Such employees must self-quarantine, and may not return to work, or to any of Tarlton's offices, jobsites or other locations for any reason whatsoever, until they are symptom and fever free for the period of time then currently being specified by CDC and/ or other public health authorities with whom Tarlton is required to comply. All such persons must report to Tarlton, before returning to work, or they will be sent home and required to adhere to another selfquarantine period. Similarly, if an employee of Tarlton, its subcontractors, suppliers or other visitors is exposed to someone who is known to have symptoms or who has tested positive for COVID-19 such employees are required to self-quarantine for a minimum of 14 days from the date of last exposure to such other persons, or such other period of time as Tarlton may deem necessary in accordance with CDC guidelines, and/or other guidance and recommendations promulgated by applicable public health authorities. Before returning to work all such persons must first notify Tarlton or they will be sent home and required to adhere to another self-quarantine period.





o Jobsites should hold a jobsite-wide meeting every Monday, before work begins, to remind all employees and subcontractors of the requirement to report ALL travel to Tarlton. All employees and subcontractors should also be reminded of the requirement to report any exposure to a suspected or confirmed case of COVID-19, and/or exposure to such persons.

o All new employees, subcontractors or visitors to the jobsite should be made aware of the requirement to report travel to Tarlton. They should also be made aware of the requirement to report any exposure to a suspected or confirmed case of COVID-19. This should be done at the Site-Specific Orientation.

o All Tarlton employees are asked to notify their manager of ALL upcoming travel plans, regardless of the intended destination or purpose, so Tarlton may take appropriate actions, where needed.

o All non-essential work travel is canceled until further notice.

o All Tarlton employees should follow all applicable state and local "stay at home" orders as they pertain to travel, outside activities and maximum group sizes at all times, both during work hours and while off duty.

o All Tarlton employees and subcontractor employees will be asked to complete a short questionnaire to ensure their presence on Tarlton jobsites does not pose a greater risk to the jobsite and to other employees on the jobsite, each day before they begin work.

Any individual who answers "Yes" to any of the questions on the COVID-19 Questionnaire should notify the project superintendent immediately and will not be allowed on any Tarlton facility or jobsite, unless otherwise directed.

o All jobsites are required to complete a Site-Specific COVID-19 Safety Plan. When creating the plans, items that should be considered and focused on are social distancing of workers, staggered work shifts/working off hours, hand washing facilities, hand sanitizer/disinfectant wipes and how to communicate the importance of these items with all workers on site.





o All jobsites shall have signage reminding workers to wash their hands frequently with soap and water for 20 seconds, to practice social distance while performing their tasks, and all other applicable, currently recommended public health practices designed to minimize health risks from COVID-19. All jobsites should also use a cleaning checklist to ensure proper surfaces are being cleaned on a regular basis.

o It is required that all employees of Tarlton, its subcontractors, suppliers, and other jobsite visitors adhere to the CDC recommendations, as outlined on the CDC website, regarding the use of cloth face coverings:

https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html

o All meetings should be held remotely whenever possible. If this is not possible then all participants must be required to notify Tarlton, before the meeting begins, if they have traveled outside of the Greater St. Louis Metropolitan Area within 14 days of the meeting. Social distancing by keeping at least 6 feet between attendees, and other recommended safety practices should be followed as much as possible during any in-person meetings.

o The CDC has published a tutorial on options for making homemade cloth face coverings. It can be viewed at:

https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html



Cloth Face Cover



DIY Face Cover



Pandemic Response Team



Plan Manager
Virus Prevention and Protocol Lead



Denise KorteEmployee Regulation and Training Lead



Kate Hoisington Cleaning & Disinfection Lead



Greg ClarkEmployee
Communication Lead



Tom Kramer
Personal Protective Equipment and Supply Lead

- o Ryan Wehrle is the Plan Manager who has overall responsibility for the site's pandemic preparedness & response plan, coordination.
- o The team will work with the site to manage social distancing logistics in regards to arriving and departing shifts.
- o Will further support the plan the company by providing site-specific options regarding social distancing within the building, including potential mitigation measures.
- o Work to develop protocols to ensure the wellness of all employees, and the overall pandemic preparedness and response plan.
- o Manage daily and periodic disinfection logistics, including routine and deep cleaning and disinfection processes, in accordance with the protocols set up bythe Plan Manager.
- o Drive continual improvement process and ensure 100% compliance with Tarlton's disinfection protocol, plus any approved regional or site variations.





Several memos and messages have been distributed to all employees about proper infection control measures including:

- o Wash your hands frequently with soap and water for at least 20 seconds.
- o If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
- o Cover your nose and mouth when coughing or sneezing with a tissue, then throw the tissue away. If no tissue is available, use the inside of your elbow.
- o Avoid touching in and around the eyes, nose and mouth with unwashed hands.
- o Everyone who has not yet had a flu shot should get one as soon as possible. It's not too late.
- o If you are sick, STAY AT HOME. If you have symptoms of acute respiratory illness, stay at home and do not come to work until you are free of fever, signs of a fever and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- You should notify your supervisor if you plan to stay home because you are sick.
- o Social distancing (maintain a distance of 6 feet from other persons) Avoid close, prolonged personal contact, such as touching or shaking hands.
- o Clean and disinfect frequently touched surfaces and objects.
- o Tarlton has increased cleaning efforts in its office(s) every night, and has placed disinfectant wipes and hand sanitizer throughout the office building.
- o Jobsites should increase their cleaning efforts in jobsites offices and on the projects. All jobsites should make disinfectant wipes and hand sanitizer available for everyone.
- o Employees should not share food, drinks or utensils (including water/ice/coffee stations).
- o Limit size of meetings and gatherings to 10 people or fewer.
- o Avoid sharing equipment and tools whenever possible and disinfecting all surfaces that must be shared.
- o Avoid carpooling to work.
- o Limit the number of individuals on a building elevator to a maximum of 4 people.





We have the ability to shut down any of our offices and work remotely, should we have an outbreak. Our office staff is able to perform their work functions from home.

o All office employees are required to take their laptops home with them every night in the event they will need/be required to work from.

o All employees have been informed to check their connectivity and ensure all mission critical applications are able to work with no issue from their homes.

o All employees have been reminded to take all critical devices home with them also (wireless mouse, headphones, power source, wireless keyboard, etc.).







o If an employee of Tarlton, its subcontractors, suppliers, or other jobsite visitors have traveled to a high-risk area, as identified below, they must self-quarantine for 14 days. If after 14 days they remain symptom-free, they can return to work.

o If an employee of Tarlton, its subcontractors, suppliers, or other jobsite visitors have been in close contact with a person with a suspected or confirmed case of COVID-19 (close contact defined as being within 6 feet of another person), they must self-quarantine until:

- If after 14 days they feel well and have experienced no flu-like symptoms, they can return to work. They must continue to practice social distancing and other safety measures such as washing hands frequently, cleaning surfaces they touch, and avoiding touching their eyes, nose and mouth.
- If they are feeling well and have been and/or remain in close contact with a person experiencing flu-like symptoms who tests NEGATIVE for COVID-19, they may return to work. If the person is not tested, they must self-quarantine for 14 days from last contact or after the other individual's last symptoms.
- If they are in close contact with a person who tests POSITIVE for COVID-19, they must contact their health care provider for guidance. They must self-quarantine for 14 days after their last contact with the infected person or from the positive individual's last symptoms.
- If they experience any flu-like symptoms during quarantine, they must notify their health care provider of their symptoms as well as the contact they have had with a person with a suspected or confirmed case of COVID-19.



Return-to-Work Protocols

o Any employee of Tarlton, its subcontractors, suppliers, or other jobsite visitors must self-quarantine if they suspect they may have COVID-19 (experiencing flu-like symptoms such as fever, cough, shortness of breath, sore throat), and must contact their health care provider. The individual must notify their supervisor immediately and take care of themselves. The individual will be allowed to return to work after all these conditions are met:

- 1. They have self-quarantined for at least 14 days / they have been treated by a physician and have adhered to the doctor's specific orders and timeline (may be longer than 14 days).
- 2. They are no longer experiencing physical symptoms of the virus. This includes being fever-free for 72 hours with no use of fever-reducing medications.
- 3. Their doctor writes a note clearing them for work. Tarlton requires a copy of this note.



Existing Field Protocols

As we know, our Field Team was considered essential during the stay-at-home orders in Missouri and Illinois. We quickly took precautions, as mentioned previously in this tool kit, on each of our jobsites to keep our team safe while continuing to provide for our clients. These protocols are still in place and changing every day to adapt to new guidelines. These procedures have helped to shape our corporate return-to-work plan.

Text Alert

The Tarlton Text Alert System was implemented in order to keep our team informed and gather data prior to anyone arriving on site. Our corresponding COVID-19 Questionnaire allows us to track health & safety information. This same protocol will be implemented when the office team returns to HQ. The instructions below will be required for entering the main office and will need to be repeated by ALL PERSONNEL DAILY.

NOTICE

Before entering this Tarlton jobsite, you are **REQUIRED** to complete the COVID-19 screening form daily.

The screening can be accessed at www.tarltoncorp.com/covid-19

Text "Covid" to 314-501-7733 to get the form texted to your smartphone or point your phone camera at the QR code.



We understand each jobsite is unique and has its own challenges. The following Come Back Plan for the office provides protocols and phases that should be adapted for use on all Tarlton jobsites.





Office Come Back Plan

Three key elements must be adhered to during each phase of the come back plan to protect Tarlton's general workforce and will be specified in each phase of the plan:

1. Personal hygiene

- a. Wash your hands with soap and water or use hand sanitizer, especially after touching frequently-used items or surfaces.
- b. Avoid touching your face.
- c. Sneeze or cough into a tissue, or the inside of your elbow.
- d. Strongly consider using face coverings while in public, and particularly when using mass transit.
- e. At a minimum, any government policies must be followed.

2. Social distancing

- a. Contact and follow the advice of your medical provider.
- b. Always maintain a minimum of 6 feet of distance between you and others.
- c. Avoid large crowds/groups.

3. Frequent disinfection of common surfaces

- a. Clean high-touch areas before and after use by wiping down surfaces
- b. Cleaning schedule
- c. Cleaning checklist
- d. Cleaning audit

Training

We plan to have two training sessions. The first session will be held to review the Return to Work Policy before employees start reporting back to the office. The second session will be held on the first days of the staggered shift to remind all employees of the policy requirements.





Come Back Plan- Office

The Come Back Plan has 3 separate but intertwined phases. Each phase will have a different set of rules and policies to help with continued protection of the general workforce. Tarlton is following all government recommendations considering the ongoing COVID-19 (Coronavirus) pandemic. This situation is dynamic, and we are closely monitoring for occurrences and potential exposures on projects and in our offices. In addition to government mandated rules, we need your help implementing the following updated policies at our offices to protect the health of our employees and others in the community. Tarlton will use the criteria set by the federal government in the "Opening Up America Again" plan as a guideline to when to move into the next phase of the Come Back Plan.

Phase 1- Initial Phase
Phase 2- Intermediate Phase
Phase 3- Final Phase

During all phases

- If you are sick, stay at home.
- Report any flu-like symptoms to your manager.
- If you are having symptoms of COVID-19 or have been exposed to someone who is having symptoms of COVID-19 or has tested positive for COVID-19, do not come to work. Report your conditions to your manager.
- Whenever possible, workstations and work schedules should be arranged to allow separation of a minimum of 6 feet.
- Please be mindful to avoid touching your face and wash your hands thoroughly with soap and water several times per day to reduce risk and prevent person-to-person potential infections.
- All employees will take home each evening their laptop computer and whatever else they may need to work from home.
- This policy is our initial plan, and all phases are subject to change as we progress through the return to work period. We will continue to evaluate the effectiveness of the plan, as well as the progression of the COVID-19 Pandemic. If we need to adjust/change the policies and/or procedures during any of the phases, for any reason, we will make the necessary updates and inform all employees in a timely manner.





Phase 1

High-Risk Individuals

o All high-risk individuals (individuals with compromised immune systems, underlying health problems, who are pregnant, or individuals who need to take care of children who are out of school or daycare due to COVID -19) should continue to work remotely, if possible. Members of households with vulnerable residents should be aware that by returning to work or other environments where social distancing is hard to achieve, they could carry the virus back home. Consult with your manager before you elect to continue to work from home.

o Managers coordinating staff also should take into consideration high-risk employees and employees who live with high-risk individuals. If an employee can productively work from home and it's not necessary for that employee to work from the office, he or she can do so, as agreed upon with manager. o Senior level managers should stagger work shifts so they are not all in the office at the same time.

Work Schedules and Locations

o In the future a staggered work force could be implemented if the need should arise. In this case, approximately half of the Corporate Office staff will work one week at the office and the next week from home, rotating with the other half of the office staff. Each manager will designate who works which week, taking into consideration cubicle seating and the minimum of 6 feet of social distance between each employee. Extra care should be taken to ensure employees are not sitting/working directly across the aisle from each other. Employees may sit diagonal from each other. Some employees may need to move to an empty desk to accommodate distancing, and they will continue to work from that designated desk until further notice. Employees should not move to other desks that are not assigned to them.





o PEs & PMs who can/are working from a field office should employ a staggered schedule to reduce the exposure and maintain a minimum of 6 feet of social distancing.

o All non-essential travel should be cancelled or postponed.

Entering and Moving Through Corporate Office

o All person(s) who enter Tarlton's Corporate Office Building, Tarlton Projects and/or the TEAM Facility are required to complete the Tarlton COVID-19 Questionnaire.

- o The Corporate Office will have one entrance and one exit for employees. The front (east) door will be used to enter the building. The back (west) door will be used to exit the building. All employees are required to use their security card to gain access to the Corporate Office. The keypad will be disengaged. The north door and east door may be used for emergency situations.
- o Pedestrian traffic will be one-way through the Corporate Office. Directional flow will be marked throughout the building. A site plan will specify the directional traffic flow.
- o Signage will be posted in the office to remind everyone about the COVID questionnaire requirement, 6-foot social distancing, one-way traffic, hand washing protocol and hygiene etiquette.
- o Until further notice, Tarlton is no longer allowing outside visitors to our facilities. All meetings should take place virtually, until further notice, to ensure the protection of both employees and visitors.

Meetings

o All outside meetings (client, owner, subcontractor, etc.) should be held via video conference when possible. If the outside company schedules an in-person meeting, Tarlton employees should request a video conference meeting. If not possible, Tarlton employee must bring and wear a face covering. o Face coverings will be required while at the Corporate Office in public and common areas. A face mask will not be required at an employee's desk, as long as they can maintain a minimum 6-foot distance between themselves and others.





Front Desk

o A package area has been established in the main entrance lobby as a designated holding place to leave packages for 24 hours unless they are determined an essential need. Coordinate with Kate if a package is needed before the 24-hour sitting time has passed.

o A tape line will be established at a minimum of 6 feet away from the receptionist desk. No employees should cross the line. This applies to getting office supplies and other items at the front desk. If you need supplies, ask Kate or whomever is at the desk to get the supplies for you.

Office Cleaning

o Individual employees are responsible for cleaning and disinfecting items under their control and use. At the end of each shift or after using any equipment or space, each employee must wipe down surfaces including offices, desk, electronic equipment and any other items the employee touched.

o The Corporate Office should keep a minimum 30-day supply of disinfectant and cleaning supplies.

o The office will be deep cleaned and disinfected if an event occurs that requires such operations to be performed.

o The cleaning company will clean every night according to the cleaning checklist provided to them. Additional cleaning will be conducted periodically throughout the day.







Common Areas and Facilities

- o Maintain a social distance at a minimum of 6 feet in open areas of the building and social spaces.
- o Only one person should use each bathroom at a time.
- oThe upstairs bathrooms and the Muddy Boots area bathroom doors should be closed and locked when in use to signify they are occupied.
- o The multi-person bathrooms on the first level should have the doors remain open when not in use and should be closed when in use. A line of one person per bathroom can be formed in the Integrity Room while maintaining a minimum of 6 feet of distance between the two people waiting. A doorstop will be used to keep the bathroom doors open when not in use.
- o If an employee uses the Mother's Room, that employee is required to clean the room after use by wiping down all surfaces touched. Only one person may use the room at a time.
- o Conference rooms will be off limits for holding meetings during phase 1, except for the Community Room. No more then 10 people will be allowed in a meeting while maintaining at a minimum of 6 feet of social distancing between people in the Community Room. One person at a time may use each of the remaining conference rooms for privacy. The employee must wipe down areas and material/equipment they touched before leaving the conference room.
- o Only one person is allowed in an office at a time. One person may stand at the doorway of an office to communicate with someone inside the office, while maintaining a minimum of 6 feet of distance.
- o No congregating in the Muddy Boots area during breaks or lunchtime. Each employee will eat at her or his own desk.
- o The use of all water fountains will be limited to the hands-free bottle filler. No use of water fountain mouthpieces will be allowed.





Common Areas and Facilities

o Tape lines at a minimum of 6 feet away from each other will be established near the coffee maker and surrounding counter area. Employees will maintain the designated distance and not cross the tape line until the person in front of them has moved up or finished getting their beverage. Additional cleaning will be conducted periodically throughout the day.

- o A deep cleaning and disinfection will be performed before the new work rotation begins.
- The imaging/supply room will be limited to 2 people at a time, as long as they are using different machines and the individuals are able to maintain minimum of 6 feet of social distance while in the room. Anyone using the equipment or getting supplies must clean/wipe down any touched surfaces after using.
- o No meals will be brought in from outside venders for groups or meetings.
- o Everyone must clean his/her office and remove all unnecessary material from desktops at the start of Phase 1 and at the end of each workday. Before leaving work for home each day, each employee must clean his/her desk and office by wiping down all surfaces.
- o Only 2 employees are allowed in the downstairs kitchen at a time, and they must maintain a minimum of 6 feet of social distance. Only 1 employee can wait at the tables in the Muddy Boots area to enter the kitchen. No line can be formed. Only 1 employee can be in the upstairs kitchen at a time. No line can be formed for the upstairs kitchen. After an employee uses either kitchen, the employee must clean the area/equipment by wiping down all surfaces they touched.
- o Only members of the Estimating team are allowed in the Estimating Department area.
- o Phase 1 may be modified according to the continued evaluation and effectiveness of the plan and the progression of the COVID-19 Pandemic.





Direction Floor Plan (First Floor)







Direction Floor Plan (Second Floor)







Phase 2

o All high-risk individuals (individuals with compromised immune systems, underlying health problems, who are pregnant, or individuals who need to take care of children who are out of school or daycare due to COVID-19) should continue to work remotely, if possible. Members of households with vulnerable residents should be aware that by returning to work or other environments where social distancing is hard to achieve, they could carry the virus back home. Consult with your manager before you elect to continue to work from home.

o A staggered work force will be implemented. Approximately half of the Corporate Office staff will work one week at the office and the next week from home, rotating with the other half of the office staff. Each manager will designate who works which week, taking into consideration cubicle seating and the minimum of 6 feet of social distance between each employee. Extra care should be taken to ensure employees are not sitting/working directly across the aisle form each other. Employees may sit diagonal from each other. Some employees may need to move to an empty desk to accommodate distancing, and they will continue to work from that designated desk until further notice. Employees should not move to other desks around the office.

o A seating chart will be distributed to show where each employee is required to set during phase 2. o Managers should send their employees' schedules to Kate so she can coordinate seating to ensure proper 6 feet of social distance between employees.

o Managers coordinating staff also should take into consideration high-risk employees and employees who live with high-risk individuals. If an employee, who is high risk or lives with someone who is high risk, can productively work from home and it's not necessary for that employee to work from the office, he or she can do so, as agreed upon with the manager.

o Each conference room will have a limit to the number of people that can be in that conference room. The room capacity will be identified outside each conference room. All persons in the room will be required to maintain a minimum of 6 feet of social distance from others. At the conclusion of a meeting and before leaving the room, each employee should wipe down all surfaces and items he or she touched. Face coverings will be required 100% of the time during the meetings in the conference rooms by all attendees, except for meetings in the Community Room. In the Community Room face coverings will be required to enter the room and may be removed once all attendees are present, as long as all attendees stay





stationary in the designated location. Appropriate spacing will be marked and arranged to accommodate 6 feet of social distance. These markings must not be moved at any time. Extra chairs will be taped off and prohibited from use.

- o All person(s) who enter Tarlton's Corporate Office Building, Tarlton Projects and/or the TEAM Facility are required to complete the Tarlton COVID-19 Questionnaire.
- o The Corporate Office will have one entrance and two exits for employees. The front (east) door will be used to enter the building. The back (west) door and the north door will be used to exit the building. All employees are required to use their security card to gain access to the Corporate Office. The keypad will be disengaged. The East door may be used for emergency situations.
- o Face coverings will be required while at the Corporate Office in public and common areas.
- o Every employee must always have a face covering in his/her possession, ready to be worn. A face covering will not be required while an employee is sitting stationary at his/her desk.
- o All company travel must be approved by the Division Manager.
- o Pedestrian traffic will be one-way through the Corporate Office. Directional flow will be marked throughout the building. A site plan will specify the directional traffic flow.
- o Signage will be posted in the office to remind everyone about the COVID questionnaire requirement,
- 6-foot social distancing, one-way traffic, hand washing protocol and hygiene etiquette.
- o A package area has been established in the main entrance lobby as a designated holding place to leave packages for 24 hours unless they are determined an essential need. Coordinate with Kate if a package is needed before the 24-hour sitting time has passed.
- o A splash guard will be installed at the receptionist desk. No employees should be behind the receptionist desk except the receptionist. If you need supplies, ask Kate or whomever is at the desk to get the supplies for you.
- o Maintain a social distance at a minimum of 6 feet in open areas of the building and in social spaces.
- o Only one person should use each bathroom at a time.
- o The upstairs bathrooms and the Muddy Boots area bathroom doors should be closed and locked when in use to signify they are occupied.
- o The multi-person bathrooms on the first level should have the doors remain open, using a door stop,





when not in use and should be closed when in use. A line of one person per bathroom can be formed in the Integrity Room while maintaining a minimum of 6 feet of distance between the two people waiting. A doorstop will be used to keep the bathroom doors open when not in use.

o The cleaning company will clean every night according to the cleaning checklist provided to them. Additional cleaning will be conducted periodically throughout the day.

o Individual employees are responsible for cleaning and disinfecting items under their control and use.

At the end of each shift or after using any equipment or space, each employee must wipe down surfaces including offices, desk, electronic equipment and any other items the employee touched.

o The number of employees who will be allowed to use the Muddy Boots area during breaks or lunch will be limited to 10 and they must ensure, at a minimum, proper 6-foot social distance between individuals at all times. Chairs will be appropriately arranged; appropriate distance will be marked and must not be moved at any time. Employee must not congregate in the Muddy Boots area.

o Tape lines at a minimum of 6 feet away from each other are established near the coffee maker and surrounding counter area. Employees will maintain the designated distance and not cross the tape line until the person in front of them has moved up or finished getting their beverage.

o The use of all water fountains will be limited to the hands-free bottle filler. No use of water fountain mouthpieces will be allowed.

o Visitors will not be allowed in the office. If your child cannot go to school or daycare, please notify your supervisor and make arrangements during that period. If for some reason you cannot find other arrangements, and you must bring a child(ern) to the office, please notify Human Resources. The Family Room will be available, by reservation, if needed.

o The Corporate Office should keep a minimum 30-day supply of disinfectant and cleaning supplies. o Only one person is allowed in an office at a time. One person may stand at the doorway of an office to communicate with someone inside the office, while maintaining a minimum of 6 feet of distance. One additional person can be in an office as long as proper social distancing is practiced and face coverings are properly worn by both employees. Proper face covering, by both parties, must be worn when having conversations in another employee's cubicle area. Avoid congregating in cubicle areas.

o If an employee uses the Mother's Room, that employee is required to clean the room after use by



down all surfaces.

wiping down all surfaces touched. Only one person may use the room at a time.

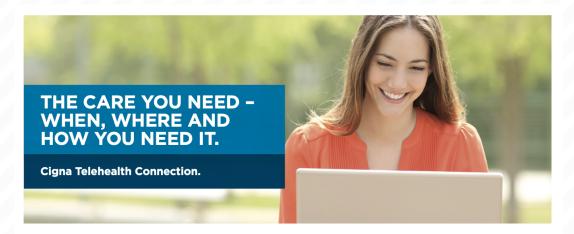
- o The imaging/supply room will be limited to 2 people at a time, provided they are using different machines and the individuals are able to maintain a minimum of 6 feet of social distance while in the room. Both employees must properly wear a face covering. Anyone using the equipment or getting supplies must clean/wipe down any touched surfaces after using.
- o No buffet-style meals should be brought in for groups or meetings. Box lunches will be permitted. o Before leaving work for home each day, each employee must clean his/her desk and office by wiping
- o Only 2 employees are allowed in the downstairs kitchen at a time, and they must maintain a minimum of 6 feet of social distance and both employees most wear a face covering. Only 1 employee can wait at the tables in the Muddy Boots area to enter the kitchen. No line can be formed. Only 1 employee can be in the upstairs kitchen at a time. No line can be formed for the upstairs kitchen. After an employee uses either kitchen, the employee must clean the area/equipment by wiping down all surfaces they touched.
- o Only members of the Estimating team are allowed in the Estimating Department area.
- o When possible, meetings should still take place virtually.
- o Phase 2 may be modified according to the results of Phase 1 and the progression of the COVID-19 Pandemic.

Phase 3

- o Return to pre-pandemic office protocol, possibly with the addition of new requirements intended to maintain safety and health as part of the new normal.
- o We will follow and implement guidelines from the CDC, WHO, public health officials, and federal, state and local governmental agencies.
- o Signage will be posted in the office to remind everyone about the COVID Questionnaire requirement, 6-foot social distancing, one-way traffic, hand washing protocol and hygiene etiquette.
- o Phase 3 may be modified according to the results of Phase 1 and Phase 2 and the progression of the COVID-19 Pandemic.







Choice is good. More choice is even better.

Cigna provides access to ${\bf two}$ telehealth services as part of your medical plan – ${\bf Amwell}$ and ${\bf MDLIVE}$.

Cigna Telehealth Connection lets you get the care you need – including most prescriptions (when appropriate) – for a wide range of minor conditions. Now you can connect with a board-certified doctor via video chat or phone, without leaving your home or office. When, where and how it works best for you!

Choose when: Day or night, weekdays, weekends and holidays.

Choose where: Home, work or on the go.

 $\textbf{Choose how:} \ \mathsf{Phone} \ \mathsf{or} \ \mathsf{video} \ \mathsf{chat}.$

Choose who: Amwell or MDLIVE doctors.

Say it's the middle of the night and your child is sick. Or you're at work and not feeling well. If you pre-register on both Amwell and MDLIVE, you can speak with a doctor for help with:

- Sore throats
- > Colds and flu
- Shingles
- HeadachesAllergies
- Bronchitis

- Stomachaches
- RashesAcne
- Urinary tract infections and more
- The cost savings are clear.

Televisits with Amwell and MDLIVE can be a cost-effective alternative to a convenience care clinic or urgent care center, and cost less than going to the emergency room. And the cost of a phone or online visit is the same or less than with your primary care provider. Remember, your telehealth services are only available for minor, non-life-threatening conditions. In an emergency, dial 911 or go to the nearest hospital.



Amwell and MDLIVE are only available for medical visits. For covered services related to mental health and substance use disorder, you have access to the Cigna Behavioral Health network of providers.

- Go to myCigna.com to search for a telehealth provider under Specialty in the Behavioral Directory link
- Call to make an appointment with your selected provider

Telehealth visits with Cigna Behavioral Health network providers cost the same as an in-office visit.

Together, all the way.



Offered by Cigna Health and Life Insurance Company or its affiliates.





Choose with confidence.

Amwell and MDLIVE are both quality national telehealth providers, so you can choose your care confidently. When you can't get to your doctor, Cigna Telehealth Connection is here for you.

AmwellforCigna.com*

855.667.9722



MDLIVEforCigna.com*

888.726.3171



Signing up is easy!



Connect to both Amwell and MDLIVE through myCigna.com. No separate login needed.



Complete a medical history using their virtual clipboard.



Download the MyCigna App and you'll be able to access both telehealth providers on your smartphone/mobile device.**



On the go? Register for the MyCigna® App today and you'll be able to access both Telehealth providers through the app.



- Availability may vary by location and plan type and is subject to change. See vendor sites for details.
- ** The downloading and use of any mobile app is subject to the terms and conditions of the mobile app and the online stores from which it is downloaded. Standard mobile phone carrier and data usage charges apply.

Amwell and MDLIVE are independent companies/entities and are not affiliated with Cigna. The services, websites and mobile apps are provided exclusively by Amwell and MDLIVE and not by Cigna. Providers are solely responsible for any treatment provided. Not all providers have video chat capabilities. Video chat is not available in all areas. Amwell/MDLIVE services are separate from your health plan's provider network. Telehealth services may not be available to all plan types. A primary care provider referral is not required for Amwell/MDLIVE services

In general, to be covered by your plan, services must be medically necessary and used for the diagnosis or treatment of a covered condition. Not all prescription drugs are covered. Product availability may vary by location and plan type and is subject to change. All group health insurance policies and health benefit plans contain exclusions and limitations. See your plan materials for costs and details of coverage, including other telehealth/telemedicine benefits that may be available under your specific health plan.

All Gigna products and services are provided exclusively by or through operating subsidiaries of Gigna Corporation, including Gigna Health and Life Insurance Company (CHLIC), Gigna Behavioral Health, Inc., and HMO or service company subsidiaries of Gigna Health Corporation, including Gigna HealthCare of Arizona, Inc., Gigna HealthCare of California, Inc., Gigna HealthCare of Colorado, Inc., Cigna HealthCare of Connecticut, Inc., Cigna HealthCare of Florida, Inc., Cigna HealthCare of Georgia, Inc., Cigna HealthCare of Illinois, Inc., Cigna HealthCare of Illinois, Inc., Cigna HealthCare of Suth Carolina, Inc., Cigna HealthCa other Cigna marks are owned by Cigna Intellectual Property, Inc.

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Here are a few links regarding Cigna and COVID-19: For Employers:

https://www.cigna.com/coronavirus/employers

For Individuals and Families:

https://www.cigna.com/coronavirus/individuals-and-families

Additional information from Cigna regarding coverage of Antibody Testing:

What is a serology (i.e., antibody) test?

A serology test is a blood test that measures antibodies. If antibodies are present, it means that the individual previously had a specific viral or bacterial infection – like COVID-19.

How is a serology test administered?

Any doctor can order a serology test. Once ordered, a health care provider will collect a small blood sample from the patient – typically through a routine blood draw or finger prick.

Does Cigna cover serology tests?

Yes. Cigna covers FDA-authorized COVID-19 diagnostic serology tests without cost-share when billed with CPT codes 86328 and 86769. Cigna covers FDA authorized PCR and antibody tests when ordered by a physician for the diagnosis of COVID-19 infection without cost share. Cigna is still evaluating coverage and cost share for PCR and antibody tests performed for non-diagnostic purposes such as for surveillance and to support return to work decisions.

MO/IL COVID-19 Testing Sites

https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/mobile-testing.php





NOTICE

Before entering this Tarlton jobsite, you are **REQUIRED** to complete the COVID-19 screening form daily.

The screening can be accessed at www.tarltoncorp.com/covid-19

Text "Covid" to 314-501-7733 to get the form texted to your smartphone or point your phone camera at the QR code.







Please Practice Social Distancing - 6 Feet

Wash Hands FREQUENTLY for 20 Seconds

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Visitors are Limited.

For more information, contact the Site Superintendent.







NOTICE

LIMIT ONE PERSON

For your Family and Community

NOTICE

ROOM LIMIT - 2 PEOPLE

MAINTAIN 6' DISTANCE

PLEASE WIPE DOWN SURFACES AFTER TOUCHING

For your Family and Community



NOTICE

ROOM LIMIT
10 PEOPLE

For your Family and Community





COVID-19 PREVENTION MEASURES



Avoid close contact with people who



Avoid touching your eyes, nose and mouth with unwashed hands



Avoid shaking hands



Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available



STAY HOME if you are feeling sick



Cover your cough or sneeze with your sleeve or a tissue, toss the tissue and wash your hands



Clean and disinfect frequently touched objects and surfaces

If traveling, be extra cautious



For your Family and Community

NOTICE



You ARE REQUIRED to Complete the **Daily Questionnaire** before Entering the Building.

For your Family and Community



COVER COUGHS/SNEEZES

Use a tissue to cover your mouth and nose when you cough or sneeze



cough or sneeze into your inner elbow.

__ For your Family and Community

LUNCHROOM COVID-19 PREVENTION MEASURES

- · Wash your hands before & after eating
- · Limit of 2 in the kitchen area at a time
- Clean & disinfect all appliances before and after use
- · Please dine at your desk
- Do not share food with others
- · Bring your own water bottle

For your Family and Community

EMPLOYEE HANDWASHING

- 1. Wet hands with hot, running water
- 2. Apply soap
- 3. Rub hands for at least 20 seconds
- 4. Clean under fingernails and between fingers
- Rinse hands thoroughly under running water
- 6. Dry hands

For your Family and Community

COVID-19 PRACTICE

PHYSICAL DISTANCING

Do Your Best to Keep At Least 6 Ft. Away From Others



For your Family and Community

Entrance Only

Exit Only





The COVID-19 outbreak changed many lives. Tarlton received a call from the U.S. Army Corps of Engineers (USACE) late afternoon on April 7, 2020 and began construction on April 8, 2020 on an alternate care facility. The Quality Inn hotel in Florissant, MO was converted into an overflow hospital to treat COVID-19 patients with mild or no symptoms and those identified and referred by health care professionals as requiring treatment but not hospitalization. The Federal Emergency Management Agency and the State of Missouri also partnered in the effort with the Missouri National Guard to staff the hospital. The project completed April 11, 2020. Only hours before the project was awarded, Bob Elsperman, our former president and father of current owners, Tracy Hart, Wendy Guhr and Dirk Eslperman, passed away from

We had a higher purpose in this mission. It was to deliver this project in Bob's honor and for his family, who still continues on.

-Joe Scarfino, Tarlton Vice President

complications of COVID-19. Bob truly loved how the toughest projects brought people together. We moved on this project with a reaffirmation of purpose. More than 100 employees for the design-build team, including 50 from Tarlton, worked on the project. The conversion of 120 patient rooms, four nurses' stations, storage areas, a triage center and meeting rooms spread over four floors took 79 hours. The team was comprised of Ross & Baruzzini (architectural and engineering services), Rock

Hill Mechanical Corp. and Guarantee Electrical Co. Subcontractors working on the conversion included C&R Mechanical's Plumbing Division, Collins & Hermann, Dynamic Air Solutions, Flooring Systems Inc., Jos. Ward Painting Co., Midwest Elevator, Stanley Steemer, Tech Electronics, Waterhout Construction and Woodward Cleaning and Restoration.



Joe Scarfino Interview/News Story

37 TARLTON



This incredibily dedicated group of workers performed the following tasks without a single safety incident:

- · Beds and furniture were moved
- Extra furniture moved to storage
- Built a nurse station on each floor
- Turned the existing phone system into a nurse call system.
- PTAC (Packaged Termincal Air Conditioner) units in rooms were inspected and repaired or replaced as necessary
- Hardware was changed on hotel room doors and bathroom doors to disable locks
- All rooms were deep cleaned
- In 13 rooms, carpet was removed and walls and ceilings were painted
- Inspection and cleaning of HVAC (heating, ventilation, air conditioning) units
- Relocation of exhaust fans within 25 feet of HVAC intakes
- Extension of plumbing vents within 25 feet of HVAC intakes
- Construction of isolation barriers in the corridors (three per floor) to separate the elevator/nurse station areas from the patient wings.
- Privacy fence around the perimeter











Frequently Asked Questions

- A Tarlton employee appears to be sick, says he/she has a fever, is actively coughing or otherwise exhibiting symptoms of COVID-19.
 - 1. Send employee home immediately.
 - 2. Report to Denise Korte or Ryan Wehrle.
- A subcontractor employee appears to be sick, says he/she has a fever, is actively coughing or otherwise exhibiting symptoms of COVID-19.
 - 1. Immediately separate and isolate the employee from all personnel.
 - 2. Notify the employee's supervisor to send the person home.
 - 3. Report to Denise Korte or Ryan Wehrle.

What do I do if a person calls in sick?

- A Tarlton employee calls in sick and says he/she is experiencing COVID-19 symptoms.
 - 1. Tell employee to stay home.
 - 2. Report to Denise Korte or Ryan Wehrle.
- A Tarlton employee calls in sick and says he/she is experiencing other illness symptoms.
 - 1. Does employee have a temperature over 100 degrees F? Is the employee experiencing dry coughing or shortness of breath? (see options below)
 - **NO** Employee stays home until feeling well enough to work. The employee should call in before reporting to work so his/her current health status can be evaluated.
 - YES Employee stays home.
 - Report to Denise Korte or Ryan Wehrle.
- A Tarlton employee calls in and says that a member of his/her household (including a roommate) or someone he/she has recently had close personal contact with has COVID-19 or symptoms of COVID-19.
 - 1. Tell employee to stay home.
 - 2. Report to Denise Korte or Ryan Wehrle.

What do I do if a person is asking to return to work?

- When can someone with a confirmed (tested) case of COVID-19 return to a Tarlton jobsite?
- The employee must meet all four criteria identified below:
 - 1. No fever for at least 72 hours (three full days of no fever and without the use medicine that reduces fevers) AND
 - 2. Other symptoms have improved (for example, when cough or shortness of breath has improved) AND
 - 3. At least 14 days have passed since the first symptoms appeared AND
 - 4. A doctor has cleared the person to work and provides a note indicating such.
- You are required to check in with Denise Korte or Ryan Wehrle before returning to work if you've had a confirmed COVID-19 case.
- When can someone who is or was experiencing COVID-19 symptoms return to a Tarlton jobsite?
- The employee must meet <u>all three criteria identified below</u>:
 - No fever for at least 72 hours (three full days of no fever and without the use medicine that reduces fevers) AND
 - 2. Other symptoms have improved (for example, when cough or shortness of breath has improved) AND
 - 3. At least 14 days have passed since symptoms first appeared.





When can someone who has had close personal contact with a person who has COVID-19 or symptoms of COVID-19 return to a Tarlton jobsite?

 The person can return to a Tarlton jobsite 14 days after their last contact with the person who had COVID-19 or symptoms of COVID-19 (assuming the worker has been and remains symptom-free for those 14 days).

If the worker remained in close personal contact with the person who had COVID-19 or symptoms of COVID-19, the following conditions must be met before the worker can return to a Tarlton jobsite:

- 1. The person who had COVID-19 or symptoms of COVID-19 has been symptom-free for at least 14 days.
- 2. The person returning to the Tarlton jobsite has had no symptoms of COVID-19 for at least 14 days.

When can someone who was sick with stomach issues or otherwise sick without COVID-19 symptoms return to work?

1. A doctor's note may be required to return to work. Consult with Denise Korte or Ryan Wehrle.

Concerns

What is our policy for employees who are refusing to report to work during the pandemic, even if they are not experiencing symptoms of an illness?

Employees cannot be forced to come to work. An employee may elect to stay home. If a person refuses to come to work, please contact (or have them contact) Becky Mehaffy as soon as possible.

Personnel concerned about being in contact with someone who has a confirmed case of COVID-19.

Report to your supervisor.

Report to Denise Korte or Ryan Wehrle.

Personnel concerned about being in contact with someone who has symptoms of COVID-19.

Report to your supervisor.

Report to Denise Korte or Ryan Wehrle.

How can I reassure personnel that they are safe on our sites?

Tarlton is following the guidelines that have been set forth by the Centers for Disease Control (CDC) and other government agencies.

Follow social distancing on jobsites whenever and wherever possible.

Tarlton has increased the number of hand washing stations on each of our jobsites.

Tarlton is requiring that masks or cloth face coverings be worn by all personnel on all our jobsites.

It is highly encouraged that employees frequently and consistently wash their hands and avoid touching their eyes, nose or mouth.

Self-regulation of behavior (on and off the jobsite), social distancing and personal hygiene are the best ways to avoid any contagious illness.

How much can I tell other personnel about potential exposures that have occurred or might have occurred on site?

You may discuss the facts that have been distributed by the Tarlton project team.

Avoid perpetuating rumors. Facts are what matter, not hearsay.



Frequently Asked Questions

- Are employees who can work from home required to work from home?
- Employees who have been asked to work from home should do so. Working from home reduces the risk
 of spreading COVID-19. If you've been asked to work from home and do not feel you are able to do so,
 discuss it with your supervisor.
- What does the Families First Coronavirus Act do for me in the event I cannot work because I tested positive for COVID-19 or have symptoms of COVID-19 and am seeking medical treatment?
- Certain benefits are available to those whose conditions are covered by the new Families First Coronavirus Response Act. For details, see the poster in the jobsite trailer or contact Denise Korte.
- What does the Families First Coronavirus Act do for me in the event I need to stay home to take care of
 my school-aged children because the school or place of care is closed (or provider is unavailable) due to
 COVID-19, or to care for an individual who has been advised by a healthcare provider to self-quarantine
 due to concerns related to COVID-19?
- Certain benefits are available to those whose conditions are covered by the new Families First Coronavirus Response Act. For details, see the poster in the jobsite trailer or contact Denise Korte.
- How long should we expect these policies and requirements to be in place?
- Things are changing rapidly. We are doing our best to stay informed and up to date on all applicable laws and regulations federal, state and local. We are doing what we believe is right for our employees' health and well-being. While it is our sincere hope that this situation is temporary, we cannot say how long "temporary" will be. If you have questions, please contact Denise Korte or Ryan Wehrle.

