

March 25, 2020

Introduction

Turner Construction Company recognizes the potential of exposure to Coronavirus (COVID-19) on our projects and offices and the impact it could have on our people and the company. Accordingly, we have the following plan in place in the event that an individual tests positive or is presumed positive for COVID-19.

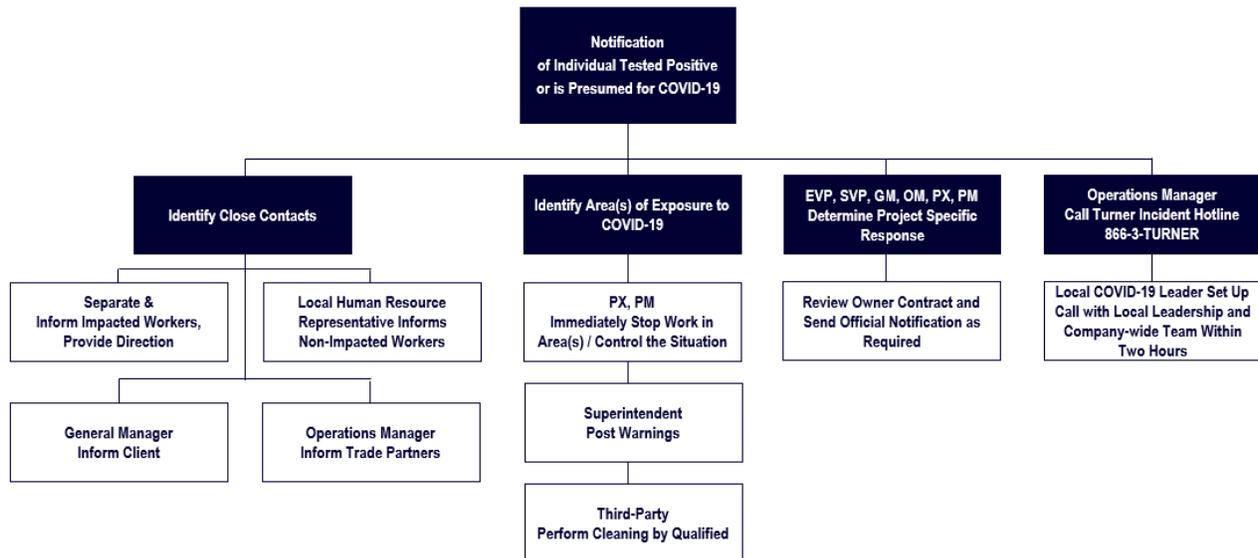
Purpose of Plan

1. Protect people and reduce the spread of the virus
2. Sustain business operations
3. Provide access to internal and external expertise
4. Ensure compliance with contractual and regulatory obligations

Implementation

Executive Vice President, in consultation with the **Senior Vice President** and **General Manager** will determine the steps the project / office must take to ensure the safety of the workers after a positive test or a presumed positive for COVID-19. **General Manager** is responsible for identifying an individual to be responsible for leading efforts in their business unit to lead program to respond to events when an individual is positive or is *presumed positive* for COVID-19.

Response Process



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Section 1 Protect People and Reduce the Spread of COVID-19

Local Human Resource Leader Communicate with Turner Employee with COVID-19 or Presumed Positive

See Appendix for sample communications. (Contact Headquarters Communications for support if needed.)

- Confirm individual is receiving care they need.
- Confirm areas and people the individual had contact with and during what time.
- Try to determine the answers to the following questions:
 - When were first symptoms experienced?
 - Does the individual know when they might have been exposed?
 - Who was in close contact with the individual since that time?
 - Who might have been in close contact in the six days prior to symptoms?
 - Close contacts will be required to self-quarantine for 14 days. If they remain symptom-free for 14 days from the day they had contact, they are allowed to return to work.
- For Turner employees who have tested positive or are presumed positive, communicate all available resources and benefits available to them including that this time off will be considered sick leave and short-term disability for those who become eligible.
- Communicate that the most important thing is to receive the care needed. Call Doctor for advice.
- Communicate that employee should not return to work until:
 - Employee is symptom-free without employing medications for 72 hours.
 - Symptom-free includes temperature below 100⁰, no cough or respiratory difficulty, no gastrointestinal disturbance
 - We ask employee to provide your Human Resource representative with a doctor's written clearance to return to work. Human Resource representative will approve your return to work.

Project Executive / Project Manager Communicate with Trade Partner, Client Representative if One of Their Employees is Confirmed Positive COVID-19 or Presumed Positive COVID-19

- First, establish that each trade partner must require each worker to stay home from work at the first sign of any flue like symptoms. They should inform our Project Manager as soon as they know so we can track contacts.

Communicate that individual should not return to work on Turner site until individual is symptom-free for 72 hours without using medications including the following:

- Symptom-free includes temperature below 100⁰, no cough or respiratory difficulty, no gastrointestinal disturbance
- We ask Trade Partner principal, Client Representative to confirm in writing with the Turner Project Manager that their employee has a doctor's written clearance to return to work. The Turner Project Manager will approve individual's return to the work site.

If an individual receives notification of a positive diagnosis of COVID-19 while at the project or office, please isolate them in a separate room and provide them a mask to wear. The comfort and the care we show is important to everyone's mindset.

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Presumed Positive for COVID-19

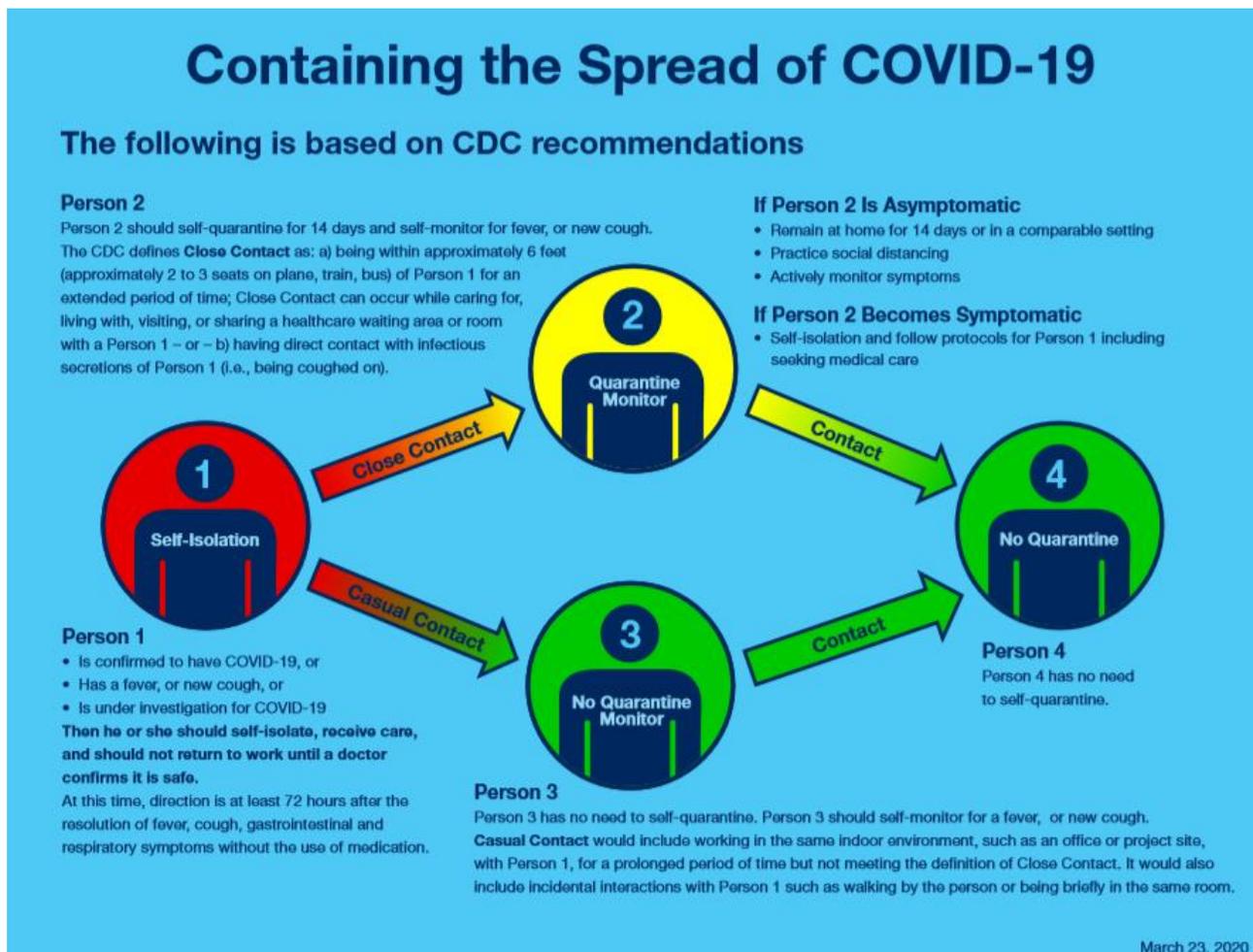
Given the current situation we are facing, if individual has fever, cough or difficulty breathing, Turner will respond as we would if individual tested positive for COVID-19.

Close Contacts

Considerations when assessing close contact include the duration of exposure (e.g., longer exposure time likely increases exposure risk) and the clinical symptoms of the person with COVID-19 (e.g., coughing likely increases exposure risk, as does exposure to a severely ill patient).

The CDC defines close contact 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 health care 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).



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Separate & Inform Workers with Close Contact, Provide Direction

Turner shall inform those who were in close contact, both verbally and in writing, of the situation.

- See Appendix for sample communications. (Contact Headquarters Communications for support if needed.)
- Keep the identity of the individual with COVID-19 private. (If the individual agrees to share his/her name, this will help people assess if they were in close contact. But they may maintain privacy if they want – it is their choice.)
- The Centers for Disease Control and Prevention recommends that these individuals limit public activities.
- People (Turner and trade partner employees) will be required to self-quarantine and work from home. If they remain symptom-free for 14 days from the day they had contact, they are allowed to return to work.
 - A Turner employee who is unable to work from home while quarantined, and who is a full-time or part-time employee, will be compensated as usual and will not be required to use sick leave or vacation days to cover the self-quarantine period.
- If employee or trade partner becomes ill during the quarantine period, they should inform their supervisor and human resources manager as soon as possible. They should seek medical attention and will not be allowed back to work until they are symptom free for a period of 72 hours without the use of medications, with a doctor's permission.
 - Symptom-free includes temperature below 100^o, no cough or respiratory difficulty, no gastrointestinal disturbance.
- For Trade Partner employees, individuals should check with their employer and/or union to determine leave benefits.

Self-quarantine

When people are in self-quarantine they may have no symptoms, but because there is a possibility that they might have been exposed, the CDC and healthcare leaders indicate they should stay away from others in public settings. People in self-quarantine should not go to work, school, or any public places where they could have close contact with others.

Inform People, Client, and Subcontractor Principals

In an office, the **General Manager** is responsible for informing employees. On a project, the **Project Executive** or **Project Manager** is responsible for informing client and trade partner.

- See Appendix for sample communications. (Contact Headquarters Communications for support if needed.)
- Keep the identity of the individual with COVID-19 private, unless they give permission.
- Turner shall inform everyone working at the project or office location of the situation. We recommend that people be gathered in small groups to deliver message and be provided written guidance.
- Share facts of situation, our response, and ongoing steps to protect people.

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Section 2 Sustain Business Operations

Immediately Stop Work in Area / Control the Situation

The Project Superintendent is responsible to stop all work directly associated with the area in question. The area should be controlled in such a manner to eliminate the potential for both worker and public exposure.

Post Warnings

The **Project Superintendent** shall post signage and barricades. [Click here](#) to access signage available on the [TKN/COVID-19 site](#).



Third Party Cleaning

Work with Environmental Health & Safety to determine scope of cleaning needed. Cleaning must comply with OSHA's standards, including proper disposal of regulated waste. Post applicable warning notices that alcohol-based cleaning products may be flammable. Refer to Turner's Cleaning and Disinfection Protocols and Guidance Document for Third Party Vendor cleaning for confirmed cases of COVID-19.

Reduce the Spread of the Virus

- Provide resources that promote personal hygiene, for example, tissues, no-touch trashcans, hand soap, hand sanitizer, disinfectants and disposable towels for employees to clean their work surfaces.
- Place [informational postings](#) to educate employees, subcontractors, owners, vendors, and visitors on how to protect themselves and mitigate the spread of the virus.
- Refer to Turner's [Mitigation Measurement Plan](#) found on [TKN/COVID-19](#).

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Section 3

Access to Internal and External Expertise

Engage Company Resources

- The Project Superintendent shall immediately notify the Business Unit EH&S Director. The Operations Manager should call Turner's Incident Line: 866-3-TURNER in the event of a presumed or confirmed COVID-19 case.
- The local COVID-19 Leader or Operations Manager will set up a call with local Leadership and the company-wide COVID-19 team within two hours. EH&S Director and Human Resource Director must be on the call.
- Ensure communications and information technology capacity is able to support employees working remotely due to either self-quarantine or diagnosis.
- The Company will review and comply with local and federal governmental guidance.

Continuity of Operations

- Coronavirus Support Team will support local leadership to ensure that core functions, people and skills are identified and that strategies are in place to ensure continuity of operations.
- Consult with Human Resources, Environmental Health & Safety, and Operations in order to prepare the project site or office to safely function with a potential for increased absenteeism and a reduced workforce.



COVID-19 Response Plan

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Calling the Turner Incident Hotline

Turner Incident Hotline

866-3-Turner / 866-388-7637 or 678-589-7248

Purpose

In an effort to provide support and to streamline our process regarding the management of Turner Incident Hotline calls, the COVID-19 Action Team has developed the following protocols to assist the Business Units on when to call the Turner Incident Hotline and recommendations on the scripting of the call with the Turner Incident Hotline – COVID-19 Action Team.

Protocol

When a person in your Business Unit, in a Turner office, or on a Turner project (Turner staff or labor, trade partner labor, owner personnel, A/E personnel or any individual who has been on project site) is confirmed to have COVID-19 or is presumed to have COVID-19 (a person with symptoms of COVID-19) a call is to be made to the Turner Incident Hotline to report the event by the Business Unit Operations Manager, Human Resource Director or EH&S Director.

Establishing a Conference Call with the COVID-19 Turner Hotline – Action Team

Within two hours of reporting an incident to the COVID-19 Turner Hotline, the Business Unit Operations Manager is on point to hold a conference call to review the reported incident and decide further actions / next steps.



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Local COVID-19 Leader Set-up Call with Local Leadership and COVID-19 Turner Incident Hotline Members Action Team within Two Hours

Business Unit

- Executive Vice President – Mandatory
- Senior Vice President – Mandatory
- Business Unit General Manager – Mandatory
- Business Unit Operations Manager – Mandatory
- Business Unit SHRD – Mandatory
- Business Unit HRD – Mandatory
- Business Unit EH&S Director – Mandatory
- Others – At the Discretion of Business Unit Operations Manager

Turner Incident Hotline – COVID-19 Action Team

Contact	Position	Email	Mobile
• Kevin King	Risk Management	kking@tcco.com	203-496-0287
• Tom Gerlach	Human Resources	tgerlach@tcco.com	206-310-7228
• Roe DeMonte	Human Resources	rdemonte@tcco.com	718-812-4477
• Cindy DePrater	EH&S	cdeprater@tcco.com	214-244-9803
• Chris McFadden	Communications	cmcfadden@tcco.com	914-552-2434
• Kevin Sharkey	CST – Lead **Will Lead Call**	kshakey@tcco.com	917-796-3098
• Cheryl Leweke	CST - Human Resources	cleweke@tcco.com	816-806-6777
• Chris Denny	CST - Legal	csdenny@tcco.com	240-285-6865

Guidance for the Business Unit / Turner Incident Hotline – COVID-19 Action Team Call

1. Brief background of incident to include:
 - a. Business Unit
 - b. Project / Department
 - c. Name of the individual (Including Company)
 - d. Has the individual consulted with a medical physician?
 - e. Current Status – Confirmed Positive COVID-19, Presumed COVID-19
 - f. Date of Confirmation of Positive COVID-19, Presumed COVID-19
 - g. Identify Close Contacts (as defined by the CDC)
2. Review and ensure conformance with the most current version of the Turner COVID-19 Response Plan
3. Review return to work policy
4. Review immediate support that the Business Unit needs

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Appendix Sample Communications

I wanted to reach out to you to let you know of a situation. One of our staff members is now experiencing flu-like symptoms.

We will keep you informed as any further information is received

Should you have any concerns or need guidance or support, you may reach out to your **Human Resource representative** or you may call me directly.

Given the current situation we are facing, if you have fever, cough or difficulty breathing, you should think and act as you would if you tested positive for COVID-19. You should:

- Stay home when you first start feeling sick – for any reason or symptom.
- Stay away from others.
- Seek medical care early. Call your medical service provider in advance to enable them to direct you to the right health facility and help prevent spread of viruses and other infections. We would like to remind you of resources to access virtual doctor visits through applications such as Doctor on Demand.
- Notify your supervisor and/or human resource representative.
- We ask you to provide your Human Resources representative with a doctor's written clearance to return to work confirming you are asymptomatic for 72 hours (without the use of medication). Your Human Resources representative will approve your return to work.

Stay safe and well and we will be in touch.

I wanted to reach out to you to let you know of a situation. An immediate family member of one of our staff is being tested for COVID-19. We just want you to be aware. We will keep you informed as any further information is received.

Should you have any concerns or need guidance or support, you may reach out to **Human Resource representative** or you may call me directly.

Stay safe and well and we will be in touch.

This letter is to inform you that an individual who works in **our office/jobsite** has tested positive for COVID-19. The individual began experiencing symptoms on **March xx, 2020**, and received their test results **today**. We are reaching out to you, because the individual was in close contact with you **in the past 14 days**.

We are requiring you to work from home for 14 days from the date you had contact, **March xx, 2020**. The CDC recommends that you should limit your public activities and avoid close contact with other people for 14 days.



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Please continue to closely monitor and take proper care of your health. Your health and safety and the health and safety of our people is our number one priority.

If you remain symptom-free for 14 days from the day you had contact, you will be allowed to return to work.

If you are unable to work remotely as a result of these specific quarantines and are a full-time or part-time employee, you will be compensated as usual and will not be required to use sick leave or vacation days to cover the self-quarantine period.

If you develop symptoms that cause concern, please ensure you receive proper care.

Given the current situation we are facing, if you have fever, cough or difficulty breathing, you should think and act as you would if you tested positive for COVID-19. You should:

- Stay home when you first start feeling sick – for any reason or symptom.
- Stay away from others.
- Seek medical care early. Call your medical service provider in advance to enable them to direct you to the right health facility and help prevent spread of viruses and other infections. We would like to remind you of resources to access virtual doctor visits through applications such as Doctor on Demand.
- Notify your supervisor and/or human resource representative.
- We ask you to provide your Human Resources representative with a doctor's written clearance to return to work confirming you are asymptomatic for 72 hours (without the use of medication). Your Human Resources representative will approve your return to work.

Please keep us posted on your condition.

I wanted to reach out to you to let you know of a situation. One of the employees who works in our office/jobsite has tested positive for COVID-19. The individual began experiencing symptoms on March xx, 2020, and received their test results today. We just wanted you to be aware, and continue to monitor your health. We are reaching out to you, because the individual was in close contact with you in the past 14 days.

We are requiring you to work from home for 14 days from the date you had contact, March xx, 2020. The CDC recommends that you should limit your public activities for 14 days.

If you remain symptom-free for 14 days from the day you had contact, you will be allowed to return to work.

If you are unable to work remotely as a result of these specific quarantines and are a full-time or part-time employee, you will be compensated as usual and will not be required to use sick leave or vacation days to cover the self-quarantine period.



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- We ask you to provide your Human Resources representative with a doctor's written clearance to return to work confirming you are asymptomatic for 72 hours (without the use of medication). Your Human Resources representative will approve your return to work.

Please keep us posted on your condition.

Should you have any concerns or need guidance or support, you may reach out to me or your supervisor.

Stay safe and well and we will be in touch.