



Modern Companies, Inc.
500 Walford Rd. SW
Cedar Rapids, IA 52404
(319) 730-8045 office
(319) 848-0500 fax
www.moderncompaniesinc.com

Modern Companies COVID-19 Response Plan

Current As Of: 4/1/2020

We are in unprecedented times with our current business and community environment. In an effort to stay true to our Core Values of Integrity, Service, and Leadership, we are putting in place the following actions to keep our customers, our people and our job sites safe.

CDC Health Guidelines: We are always ensuring our guidelines match the CDC's guidelines; for example, if you have a temperature of 100.4 degrees or higher, you are considered to have a fever and should be staying home. Major COVID-19 symptoms include a fever, a cough, and/or shortness of breath. We are asking any individual who is exhibiting any signs or symptoms of sickness (COVID-19 related or not) to remain away from work for at least 72 hours after you are symptom free (without medicine)

Close Contact Definition and Implications: Per the CDC, Close Contact is defined as:

a) 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 healthcare waiting area or room with a COVID-19 case

– or –

b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

If you fit either of these definitions, you will be asked to self-quarantine for 14 days. Otherwise, the 72-hour rule for staying home if sick noted above applies.

Remote Work: We are highly encouraging those who are able to work remote go ahead and do so. This is not mandatory on our part, so you are still welcome to come into the office until something changes. Please discuss with your supervisor in advance. Job sites will continue to operate unless a customer directs otherwise. Many job sites are enforcing new rules to limit exposure. Foreman and PMs should be communicating this to teams.

Out of State Travelers: If you travel out of state for non-essential business travel or personal travel, you will be asked to stay home and self-quarantine for 14 days.

International Travelers: We are asking any of our employees currently traveling internationally (any location) to stay home for 14 days upon return for the protection of our people.

Mass Transit and Self-Isolation: Anybody using mass transit outside of your normal day-to-day (plane, train, bus) shall self-isolate for 14 days upon return.

Temporary Suspension of Non-essential Business Travel



Modern Companies, Inc.
500 Walford Rd. SW
Cedar Rapids, IA 52404
(319) 730-8045 office
(319) 848-0500 fax
www.moderncompaniesinc.com

Due to Modern Companies commitment to employee safety in light of the COVID-19 (coronavirus) outbreak, effective immediately, all nonessential business travel will be suspended until further notice. Modern Companies will continue to monitor the situation and provide guidance as more information on the extent and severity of the outbreak becomes available.

Travel Cancellation Procedures: If nonessential business travel has already been booked, please work with your supervisor and human resources to cancel properly to receive an airfare and hotel refund or credit if applicable. Set up phone or online conferencing with clients or other business units to replace the in-person meetings, if possible. Please make sure your manager knows the status of all meetings cancelled due to this temporary suspension.

Essential Travel: Essential business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations. Your manager must approve all travel (including trips that were previously approved) until further notice.

Procedures Upon Return from Travel: Employees who become ill during or upon returning from travel with virus-like symptoms will need to contact a health care provider as well as their supervisor and Lisa Hadenfeldt for direction as soon as possible. Employees returning from travel who do not exhibit virus-like symptoms must still contact the HR department upon return and may be directed to remain away from the workplace for fourteen days to determine whether or not they have been exposed. The returning employee should work with his or her manager to set appropriate telecommuting arrangements or request time off from work.

Please contact your supervisor or Lisa Hadenfeldt department with any questions or concerns.

Job Site General Hygiene Guidelines

1. **Daily Wellness Checklist – for use immediately by foremen at the following link:** [Modern Companies COVID-19 Daily Checklist Form](#)
2. **If you are sick, stay home!**
 - a. You need to be fever or symptom-free for at least 72 hours without medicine
3. **Wash your hands frequently**
 - a. Regularly and thoroughly clean your hands with an alcohol-based (60%) hand rub or wash them with soap and water for at least 20 seconds.
 - b. Why? Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.
4. **Maintain social distancing**
 - a. Maintain at least 6 feet of distance between yourself and anyone who is coughing or sneezing.
 - b. Why? When someone coughs or sneezes they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.
5. **Avoid touching eyes, nose and mouth**

-
- a. Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.
- 6. Practice respiratory hygiene**
- a. Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.
 - b. Why? Droplets spread virus. By following good respiratory hygiene you protect the people around you from viruses such as cold, flu and COVID-19.
- 7. If you have fever, cough and difficulty breathing, seek medical care early**
- a. Stay home, unless to get medical care. If you have a fever, cough and difficulty breathing, seek medical attention and **call in advance**. Follow the directions of your local health authority.
 - b. Wear a face mask. Masks will help the doctor's office keep other people from being exposed.
 - c. Why? National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.
- 8. State Public Health Officials will drive how we respond as a business**
- 9. Useful links:**
- a. CDC Situation Summary: <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>
 - b. WHO Travel Advice: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/travel-advice>

All of our jobsites have eliminated meetings with large groups of people including jobsite bend and flex programs. Our foremen have been directed to spread the workforce out into multiple work areas to reduce exposure. We are working with our trade partners to install additional handwashing stations throughout our projects. Additionally, we are considering modified hours or shift work to reduce the workforce densities on our jobsites. We are closely monitoring the situation and will be adapting our strategy as the situation requires. In the event customers and/or jobsites shut down, our plan would be to do a reduction in workforce so that our employees would be eligible for unemployment.