

## COVID-19 UPDATES

3/25/20

**NEW! 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 applies.

**NEW! 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.

**REMINDER - Have Any Questions Not Being Addressed?** Please start with your supervisor or Lisa Hadenfeldt in HR with any questions; they'll make sure to engage our Modern Emergency Response Team or me with help; you can also submit questions at the link below under Company Survey

**REMINDER - Website Link for Company Messaging** – Please go to the following link for reminders on this messaging being shared internally; this is to our public website, but only accessible to those who have this link; please do share with our team members who do not have company e-mails: <https://www.moderncompaniesinc.com/modern-communications>

**REMINDER - Company Survey** – This was sent out earlier to gather feedback/questions from our teams related to this pandemic and how we are tackling it; here's the link if you didn't receive it: [Modern Companies - COVID-19 Questions](#)

**REMINDER - 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

**REMINDER** – Follow the guidelines we have been sharing from the CDC

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3/20/2020

**One thing to highlight to start...**we have been getting a lot of questions on if we are shutting down operations at this point. Our approach has been to respond to our customers' needs and stay on jobs until we are told different by our customers. We have seen some sites shutdown, but mostly case-by-case at this point and zero mass shutdowns. We are also watching federal, local, and state authorities for guidance and will share any impacting changes once known. Bottom Line...we are still open for business and want to keep everyone as safe as possible.

**UPDATE! 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)

**NEW! Travel Plans?** – We are asking everyone to share any upcoming travel plans with your supervisor so we are aware of potential risk upon your return; that leads to...

**NEW! 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

**NEW! Temporary Suspension of Nonessential Business Travel** – See the memo below on our approach for nonessential business travel

#### Memo: Temporary Suspension of Nonessential Business Travel

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.

**NEW! Unemployment Questions** – We have been receiving a variety of questions on unemployment; Each state is different and we operate out of three states primarily (IA, MN, IL). Please refer to each state's respective workforce development website or reach out to Lisa Hadenfeldt with questions

**NEW! Have Any Questions Not Being Addressed?** Please start with your supervisor or Lisa Hadenfeldt in HR with any questions; they'll make sure to engage our Modern Emergency Response Team or me with help; you can also submit questions at the link below under Company Survey

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**3/18/2020**

**Survey-** In order to consolidate questions and make sure that we are answering them as effectively and efficiently as we can, please use this link to submit any questions that you may have during the COVID-19 Pandemic.

**Please share your questions via this quick survey so we can easily consolidate:** [Modern Companies - COVID-19 Questions](#)

**Links-** Listed below are links to all of Modern's locations city and state websites of ongoing updates, along with a few others that may be resourceful.

State of Iowa- <https://www.iowa.gov/all-press-releases>

City of CR- [http://www.cedar-rapids.org/alert\\_detail/coronavirus\\_\(covid-19\).php](http://www.cedar-rapids.org/alert_detail/coronavirus_(covid-19).php)

City of Urbandale- <https://www.urbandale.org/AlertCenter.aspx?AID=Coronavirus-Information-for-Urbandale-Re-76>

City of Dubuque- <https://www.cityofdubuque.org/1649/SeasonalCurrent-Disease-Outbreak-Infoma>

State of Illinois- <http://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus>

City of Moline- <https://www.moline.il.us/>

State of Minnesota- <https://www.health.state.mn.us/diseases/coronavirus/index.html>

City of Blaine- <https://www.blainemn.gov/2903/COVID-19-Coronavirus>

World Health Organization- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

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

White House- <https://www.whitehouse.gov/>

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**3/17/2020**

### **Modern's Actions-**

**Remote Work-** We encourage 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.**

**Securing Our Offices-** We will be posting signs at all entrances to limit foot traffic in our space; all doors will be locked except for the CR exterior breakroom door (**Don't forget your keycards**); all vendors and customers will be asked to arrive by appointment only.

**CR Office Cleaning-** We have cleaning service that comes daily; if you clear off your desk area, they will sanitize it once a week on Fridays.

**Purchasing-** Jobs should only be purchasing job-essential materials; no non-essential purchase requests until further notice; please call into our suppliers to have orders placed for pick up versus dropping in to purchase.

**Job Site Tools and Equipment-** If we are asked to leave a job site, please ensure we are locking up our tools onsite or returning them to the warehouse.

**Weekly Payroll-** If you get a printed check- they will be mailed out. **DO NOT** stop by the office to pick them up.

### **Other Reminders from the CDC/White House:**

- If you feel sick, **stay home**
- If your children are sick, **keep them at home and stay home**
- If someone has tested positive in your household, **keep everyone at home and let us know**
- If you are an older person, **stay home and away from other people**
- If you are a person with a serious underlying health condition (condition that impairs your lung or heart function or weakens your immune system), **stay home**
- Avoid social gatherings of more than 10 people

- Avoid discretionary travel, shopping trips, and social visits
- Do not visit senior living facilities
- Practice good hygiene and social distancing

### **Information on Using Microsoft Teams**

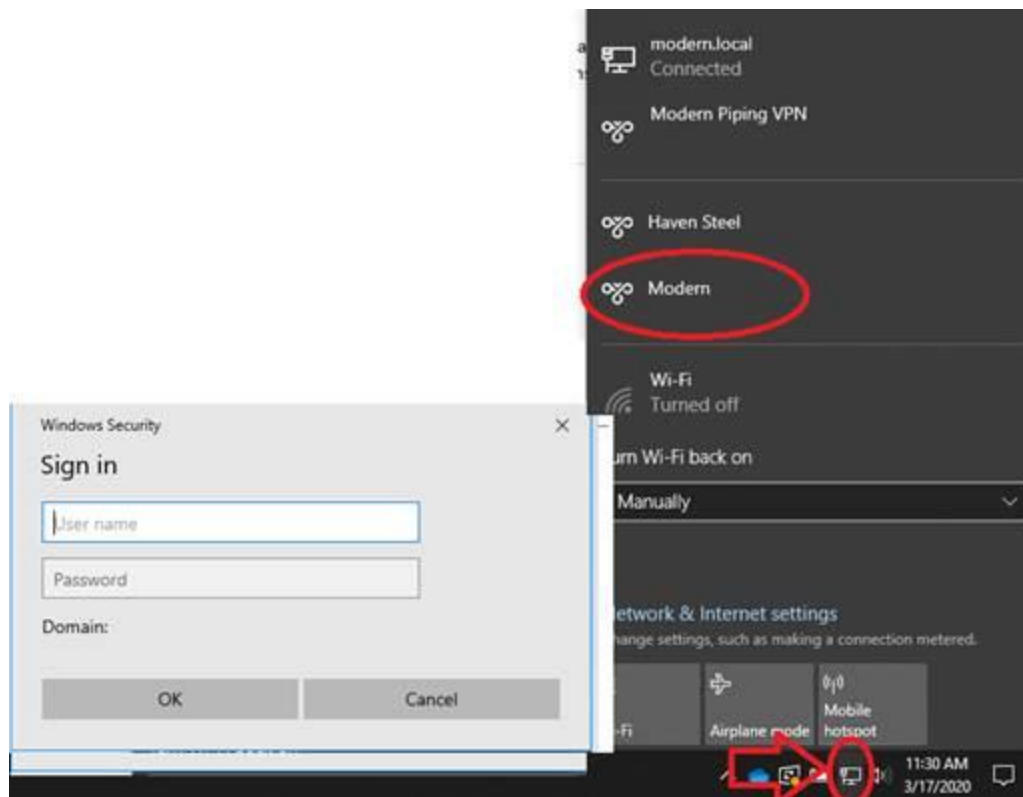
In an effort to help your office collaborate without requiring everyone to be in the same room I wanted to send a link to Microsoft Teams training. This will show you some basic functions of Microsoft Teams so you can learn to better use the chat and video options. This program is meant to replace Skype for Business and I do recommend using Teams rather than Skype. Please take a moment to review any of the short videos in the below training that may apply to you or any current questions you may have. Please utilize the general channel chat functionality in Microsoft Teams to help foster a similar collaborative environment to turning around to ask your peers for help. I also recommend downloading the Teams app for anyone interested in getting additional functionality as you can chat or reply to someone team chat from a phone similar to a text message. Teams will also notify you like a text if someone is sending you a chat.

Below is a training video for Microsoft Teams:

<https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

### **Logging into the new VPN**

Please click the ethernet (Or Wi-Fi) symbol near the clock in the bottom right corner as shown below, then select “Modern” and enter your information as first initial last name and the same password you use to log into windows. You do NOT need to enter your entire email address.



**\*Reminder\*** using your phone as a hotspot is a great way to help with slow internet speeds as needed.

As always feel free to reach out to HELPDESK for any additional assistance you may need.