



COVID-19 (Corona Virus) Response Plan
Effective Immediately for Weeks Marine Inc.
Including all affiliates and subsidiaries

Rev 2. March 23, 2020

Table of Contents

Revision History	4
Overview.....	5
Company Approach	5
Symptoms	5
Proactive Prevention Methods	5
Travel Guidance and Events	6
International Travel:.....	6
CDC Travel Guidelines:.....	6
Domestic Travel:.....	7
Weeks Marine Essential Employees.....	7
Meetings and Group Gatherings.....	7
Visitor Restrictions	8
Operational Locations: Projects/Yards/Vessels	8
Office Locations	8
Interim Policy Changes	8
Working Remotely	8
Extended Sick Leave	8
Employee Health Screenings	10
Routine Health Screenings.....	10
Onboarding Procedures for Rotational Employees	10
Weeks Covid-19 Screening Questionnaire.....	10
Temperature Readings.....	10
Employee Personal Belongings	10
Precautionary Disinfection Methods	11
Disinfection Guidelines	11
How To Dilute “Household” Strength Bleach with Water	11
Packages And Other Supplies Arriving On-Site.....	12
Cafeteria/Eating Area Guidelines	12
What To Do If An Employee Develops Symptoms.....	12

Employees Exhibiting Symptoms.....	12
Isolation Procedures.....	13
Employee Removal	13
Disinfection.....	14
Industrial Cleaning Companies.....	14
Isolation of a Vessel.....	14
If An Employee Tests Positive	14
If an Employee Refuses a Test.....	14
Communication.....	14
Evaluate Other Employees.....	15
Return to Work	15
If An Employees Family Member Tests Positive	15
Subcontractor Policy	15
Business-Critical Subcontractors	15
Non-Business Critical Subcontractors	16
Yard / Project Site Best Practices.....	16
Stagger Shift Starts and End	16
Stagger Lunch Breaks	16
Suspend All Large Gatherings.....	16
Questions.....	16
Questions Regarding This Plan.....	16
All Additional Questions	16
Resources	17
United Health Care	17
Additional Resources	17

REVISION HISTORY

Revision	Date	Changes
0	March 18, 2020	Original
1	March 19, 2020	Modified: Weeks Covid-19 Questionnaire, Table of Contents.
2	March 23, 2020	<p>Added: Essential Employees Memo, Onboarding Procedures for Rotational Employees, Disinfection Guidelines, Cafeteria Guidelines, If An Employee's Family Member Tests Positive, Packages and Other Supplies Arriving on Site, Questions.</p> <p>Modified: Travel Guidelines, Sick Leave for Hourly Union Employees, Health Screenings, Weeks Covid-19 Screening Questionnaire.</p>

OVERVIEW

Company Approach

Weeks Marine will be assessing and responding to the pandemic as more information becomes available. A team has been assigned to monitor the changing situation and make recommendations based on government guidance as well as peer groups to ensure the safety and health of all our employees.

The approach consists of:

- Monitoring recommendations from the World Health Organization (WHO) and the Center for Disease Control (CDC);
- Following regulatory directive from the US Coast Guard;
- The team will meet regularly to reassess the situation and make necessary changes and communicate;
- The Company will continually communicate changes to the policy or any other pertinent information through email and posters;
- The Company will take additional steps to minimize the spread of the disease, protect our employees and our business.

Symptoms

Known symptoms of the virus are as follows:

- Dry Coughing;
- Shortness of breath;
- Fever (100.4° or greater).

Symptoms affect individuals differently. If you feel sick, or exhibit symptoms, stay home and consult a medical professional.

Proactive Prevention Methods

The Company is taking the following proactive prevention methods to lessen the risk of the coronavirus spreading to our employees. This policy outlines each of these methods below. These methods are effective immediately and will continue through April 30, 2020, unless otherwise lifted by executive management.

TRAVEL GUIDANCE AND EVENTS

International Travel:

Business travel outside of North America shall not occur and, if required, must be approved in advance by your division manager. If you choose to travel outside of North America for personal reasons, your itinerary shall be reported to your division manager and/or Corporate Human Resources in Cranford/Hamilton prior to commencing your travel. Upon returning from overseas travel, all employees are required to contact their division manager prior to reporting back to work to agree on a work reintegration plan. If you have traveled outside the US and Canada, you may not be allowed onsite for 14 days, or if you feel ill. Refer to the CDC Travel Guidelines below for specifics.

CDC Travel Guidelines:

The CDC monitors health-related issues worldwide and categorizes countries on three levels based on health risks. The CDC classified countries list is dynamic. See the link below to verify current travel notices.

[CDC Map and Travel Notices](#)

CDC Level 1 Classified Countries (lower risk)

Employees are encouraged to be vigilant in practicing personal precautions as it relates to their health and minimize the risk of exposure to the virus

CDC Level 2 Classified Countries

Employees are strongly discouraged from traveling to any country in which there is a CDC Level 2 warning.

CDC Level 3 Classified Countries (high risk)

Employees should not travel to any country in which there is a CDC Level 3 warning.

Upon return from travel to CDC Level 2 & 3 Classified Countries:

If you travel to any country in which there is a CDC Level 2 or 3 warning, you will not be allowed to return to your project site or office until 14 days after your return to the United States or Canada unless you have clearance from your doctor prior to you returning to any company location or project site. You will be required to utilize your annual sick leave or vacation during this period. Requests to work remotely through the 14-day incubation period will be individually assessed and must be approved by your respective division manager, SVP, or executive.

Domestic Travel:

Domestic business travel shall be limited to business-critical, and all elective travel shall be canceled until further notice. Business-critical travel includes crew manning vessels, maintenance or repair to get a vessel back up and running, etc. For business-critical travel, use only direct flights when feasible. It is encouraged for employees to travel to a further airport if direct flights are available to lessen exposure to public places. Contact your division manager prior to scheduling to determine the necessity of the travel plans (excluding traveling to and from the site).

For employees manning vessels or working at projects, consider driving when feasible. The Company encourages driving for distances of six (6) hours or less. It is ultimately the discretion of the employee how they want to travel to work.

Weeks Marine Essential Employees

Weeks Marine employees are considered essential critical infrastructure workers. Employees working in NY or NJ shall always carry a printed copy of the March 22, 2020 Memo (See Appendix) in their vehicle.

Meetings and Group Gatherings

Employees shall take precautions when planning meetings and attending group functions. The Company has agreed to the following restrictions until April 30, 2020:

- Meetings or gatherings of groups greater than ten people shall not be conducted. This includes all conferences, business meetings, or any other formal gathering for business purposes.
- Toolbox talks and foreman meetings shall be conducted in smaller groups to meet the 10-person limit while practicing social distancing techniques. These meetings must be performed outside.
- Hold all large meetings by utilizing Microsoft Teams. Contact IT if you need assistance in setting up your conference lines.

VISITOR RESTRICTIONS

Operational Locations: Projects/Yards/Vessels

To prevent additional exposure, access to any operational location is restricted only to essential employees who routinely work at that location, or business-critical functions. This includes all day to day operations personnel, maintenance staff, or other essential functions.

Visitors are strictly prohibited. Visitors include office staff not typically associated with the project, vendors, suppliers, or any other non-essential personnel. Government officials or owners' representatives are not prohibited but strongly discouraged if not conducting official business. It is the responsibility of the project manager to speak with their owner/client representative to come to a consensus regarding the necessity for visitation.

Office Locations

Visitors to office locations are strictly prohibited. Employees should use the guidance above regarding virtual meetings to prevent additional exposure to office locations.

If a business-critical visitor needs to visit the office, divisional manager approval is required.

INTERIM POLICY CHANGES

Working Remotely

Maximize the work from home opportunities. If working from home is feasible, take this step, it is for the benefit of everyone. Take your laptops home and practice your remote connectivity options. If you have challenges connecting to the office, contact the IT department via IT support (support@WeeksMarine.Com), and they should be able to resolve most issues remotely.

Extended Sick Leave

The Company has extended the sick leave policy until further notice.

Interim Sick Leave Policy-Salaried Employees

The Company will increase the number of paid sick leave days from 5 to 10 until further notice. This is a temporary measure given to provide relief to employees managing through the challenges of Coronavirus (COVID-19) outbreak.

In addition to the approved use of Sick Leave (as outlined on pages 44 and 45 of the Employee Handbook), employees may use days under the Interim Sick Leave Policy to care for children who are home due to school or daycare closures.

Interim Sick Leave Policy-Non-Union Hourly Employees

The Company will provide up to 10 days of paid sick leave for Non-Union Hourly employees until further notice. This is a temporary measure given to provide relief to employees managing through the challenges of Coronavirus (COVID-19) outbreak.

Interim Salary Continuation for Disability Leave

The Company will expand the Salary Continuation for Disability Leave Policy (as outlined on page 54 of the Employee Handbook), for the duration of the Coronavirus (COVID-19) outbreak, to include employees who become quarantined due to expected Coronavirus exposure/infection.

Sick Leave Policy - Union Hourly Employees

Due to collective bargaining agreements, Weeks Marine cannot extend sick leave for hourly union employees. Union employees shall reach out to the Business Agent for further information regarding COVID sick leave policies for their specific locals.

EMPLOYEE HEALTH SCREENINGS

To lessen the risk of exposing operations personnel to potentially infected employees, we will be implementing mandatory health screenings for all employees at all projects, yards, and vessels.

Routine Health Screenings

All employees working on vessels, project, or yard locations must submit to a temperature reading (when available) each day. Project employee's temperatures are taken at the beginning of each shift prior to entering the site or crew boat. Vessel employees' temperatures are taken at the beginning of their shift. Any employee exhibiting a temperature of 100.4° or greater must be isolated or removed (if feasible). Follow the procedures below.

Employees refusing health screenings will be not be permitted to remain at the project location or on the vessel.

ONBOARDING PROCEDURES FOR ROTATIONAL EMPLOYEES

Weeks Covid-19 Screening Questionnaire

When employees arrive on site for a crew change or return to work from time off, they must complete the Weeks Covid-19 Screening Questionnaire (See Appendix). Employees are not to fill out their own questionnaires. Authorized Weeks Marine employees conducting the screenings shall ask the employee the questions and complete the questionnaire, to lessen possible exposure due to pens and paper.

If an employee answers "Yes" to any question, call Dr. John and the Risk Management Hotline. The employee may not access the site or vessel until you receive further guidance from Dr. John or the RM Hotline. Keep all completed forms onsite until further notice.

Temperature Readings

Prior to boarding the crew boat, assigned personnel will take temperature readings (when available) of crew members. Any employee exhibiting a temperature of 100.4° or greater will not be allowed to board the vessel or enter the project site.

Employees conducting the screenings shall be trained and authorized by their divisional team and be provided with latex/nitrile gloves and face shields.

Employee Personal Belongings

Disinfect all personal belongings using a disinfectant spray approved for human corona. This includes luggage, personal bags, shoes, life jackets, hard hats, gloves, etc.

Precautionary Disinfection Methods

Make every attempt to have employee wash their hands, use hand sanitizer, or other sanitary wipes prior to boarding the vessel.

Upon boarding the vessel, have the employee take a shower immediately. Place all the clothes into a trash bag and wash immediately.

DISINFECTION GUIDELINES

How to Dilute “Household” Strength Bleach with Water

Instructions to dilute “household” strength bleach that typically contains 5-6 % sodium hypochlorite with water to make a 0.1% solution suitable for disinfecting surfaces.

Read the warning information provided on the product container and safety data sheet.

Wear safety glasses when dispensing household bleach.

Wear gloves made from nitrile, vinyl, or other liquid-proof materials.

1. Obtain a clean one-gallon container that is free of residues of other chemicals.
2. Attach a secondary container label.
 1. Fill the container approximately half full of clean water. Use cold or room temperature water.
 2. Measure 1/3 cup of bleach (2.7 fluid ounces) and pour it into the 1-gallon container.
 3. Fill the container to the one-gallon mark with clean water.

Note: Never mix bleach with ammonia.

Disinfection Frequency

All high-touch areas shall be disinfected as often as feasible, but at least once per shift.

Cafeterias and eating areas shall be cleaned before and after each use.

Shower facilities shall be cleaned in the morning and evening.

Packages and Other Supplies Arriving On-Site

There is little information available regarding how long COVID can live on surfaces. Some studies say it can survive anywhere from a few hours to a few days, depending on the surface and conditions.

It is important to disinfect any item arriving to project sites, yards, or vessels. The procedure below shall be followed for all packages and supplies arriving on site. This does not include large deliveries, such as pipes or major equipment.

- Keep all packages outside upon arrival.
- Use disposal nitrile/latex gloves when handling packages.
- Disinfect all boxes and contents using a disinfectant spray approved for human corona. This includes the outside of shipping boxes and any internal shipping boxes.
- Remove the contents of all boxes and disinfect using the disinfectant spray.
- Immediately place all parts, supplies, and other contents where they belong.
- Place all packaging material in a trash bag and place them outside.

CAFETERIA/EATING AREA GUIDELINES

To eliminate additional exposure in eating areas, limit the handling of any utensils, and serving spoons to kitchen staff only.

Eliminate all serving utensils and buffet-style eating options and establish cafeteria service by the kitchen staff. This includes issuing utensils directly from the kitchen staff, as opposed to self-service utensil options.

The kitchen staff shall disinfect prior to and after meal service.

WHAT TO DO IF AN EMPLOYEE DEVELOPS SYMPTOMS

Employees Exhibiting Symptoms

If any employee on a project site or vessel exhibits any flu-like symptoms, they are to immediately isolate themselves from other employees until arrangements can be made to get them to a medical facility.

Provide the affected employee with a respirator, if available, to prevent additional exposure.

A supervisor must call the risk management hotline immediately and wait for instructions prior to transporting an employee to the clinic.

Any employee interacting with the affected employee must wear an N95 respirator, if available. Employees should always practice social distancing techniques.

Each project has been provided a local clinic that is screening for COVID-19. Employees are required to receive a return to work slip prior to coming back to the site.

Isolation Procedures

When feasible, utilize the following isolation procedures for potentially infected employees.

Employees should be placed in a room without contact with others until the employee can be removed.

Once the employee is removed, disinfect the room utilizing an approved product for human corona. If no approved product is available, a bleach-based dilution should be used.

All employees encountering the infected employee, or conducting decontamination, shall wear latex/nitrile gloves, disposable coveralls, an n95 respirator (when available), and face shield.

For vessels with living quarters, isolation rooms shall be identified and set up immediately. These rooms must be isolated from other employees and have their own bathroom.

For vessels without living quarters, an office space may be used for isolation until guidance from the CDC regarding the employee's removal has been received.

All rooms must be disinfected immediately after the employee is removed from the vessel.

All project sites and yards shall remove employees immediately. Supervisors should recommend the employee wait in their car until the direction is given.

Employee Removal

For employees working on vessels, the Coast Guard has released a Marine Safety Bulletin outlining reporting requirements. Before removing an employee from a vessel, you must contact Risk Management. Risk Management will coordinate with compliance to notify the Coast Guard, who will contact the CDC.

Vessels are to wait for guidance from the CDC before removing an employee. Weeks policy will be to follow all guidance from the CDC and Coast Guard.

For land-side projects and yards, supervisors shall contact the approved clinic and follow their instructions.

Disinfection

If an employee developed flu-like symptoms, all common areas must be disinfected routinely by the vessel/project crews. This includes all lunch areas, tools, door handles, bathrooms, etc. Utilize approved products or a bleach-based dilution before every shift, or more frequently.

Industrial Cleaning Companies

When feasible, utilize industrial cleaning companies to disinfect project sites, offices, and vessels regularly, especially after an employee has been confirmed to have COVID-19. Utilize procurement to establish approved vendors.

Isolation of a Vessel

If an employee tests positive for COVID, isolation of the vessel may be necessary. Wait for guidance from the Coast Guard and CDC.

IF AN EMPLOYEE TESTS POSITIVE

If an Employee Refuses a Test

If an employee refuses a test, treat the employee as if they tested positive.

Communication

If an employee tests positive, quick, and effective communication will be our best defense for containing the spread.

- Consider the employee's privacy when communicating any information associated with the employee.
- Contact the risk management hotline and provide as many details as possible.
 - When did the symptoms begin?
 - When did the employee begin their hitch/shift?
 - What is their job position?
 - What areas may they have frequented on the vessel/project/yard?
 - Has the employee been removed or isolated?
- Risk management will notify the project manager, captain, yard manager, or another supervisor of the situation.
- If the employee is union, notify the divisional union representative (Dredging – Tim Weckwerth/Noel Ramos, Construction – Chris Hynes, McNally – General Managers, HTB – Emmitt Kinney, Marine Services/NAA - Jason Marchioni [Towing – Ben Peterson, Heavy Lift/Stevedoring – Don Benesch])

- Keep other employees calm. Ensure that Weeks Marine is taking all necessary precautions to disinfect the area.

Evaluate Other Employees

Determine where the infected employee regularly works and who they may have been in contact with. Notify the other employees that they have potentially been exposed and to self-monitor their health in the coming days.

Direct all employees with concerns regarding their exposure to Corporate HR.

Return to Work

Once removed from the site/vessel, the infected employee shall not return to work for at least 14 days. For concerns regarding pay, direct the employee to the Corporate HR Temporary Sick Leave Memo, or have them contact HR directly.

IF AN EMPLOYEES FAMILY MEMBER TESTS POSITIVE

For employees who have a family member in the same household test positive, the employee should not return to work for 14 days, even if they do not show any symptoms. Have the employee speak with HR regarding pay during their leave.

SUBCONTRACTOR POLICY

Limiting access to our sites will lower our exposure and risk of shutdown. The determination of a business-critical subcontractor shall be made by the divisional manager.

Any subcontractor working at our sites shall follow all the same guidelines outlined in this policy. Weeks Marine supervisors shall disseminate this policy to the appropriate subcontractor representative.

Business-Critical Subcontractors

Business-critical subcontractors, such as 3rd party staffing, maintenance, transportation, etc., shall be allowed to access production sites and yards. Caution should be taken by supervisory staff to ensure only necessary subcontractors are allowed.

For 3rd party staffing companies, such as Tomas Marine and Masse, a Weeks supervisor must be identified to be a liaison between the subcontractor and Weeks Marine. This liaison shall communicate daily with the subcontractor regarding any symptomatic employees.

Should a 3rd party staffing employee exhibit symptoms, the 3rd party shall notify the Weeks Marine liaison immediately. The affected employee shall be removed from site immediately. Considerations should be made for removing any other 3rd party crew members who may have had direct contact with the affected employee.

For delivery drivers, access to the site should be limited. When feasible, truck drivers shall always stay in their vehicles. Drivers shall not be allowed access to any buildings at the yard or project.

Non-Business Critical Subcontractors

If a subcontractor is not business-critical, access to yards and project sites is prohibited.

YARD / PROJECT SITE BEST PRACTICES

Stagger Shift Starts and End

Supervisors should take efforts to stagger start and end times of crews by a few minutes to limit group gathering. Some employees can wait outside while other employees change and head to work. The variation can be as little as 10 minutes per crew.

Stagger Lunch Breaks

Lunch breaks should be staggered into multiple shifts to limit group size. Consider staggering lunch every half hour from 1100 – 1300.

Suspend All Large Gatherings

Supervisors shall suspend large gatherings, including stretch and flex and toolbox talks. These programs may continue in small groups of 10 or less.

QUESTIONS

Questions Regarding This Plan

Any questions regarding this plan or implementation of this plan should be directed to your division manager or Corporate Safety.

All Additional Questions

Additional questions, such as those from field workers regarding pay, sick leave, etc., should be directed to Corporate HR (CHR@Weeksmarine.com).

RESOURCES

For general information, utilize the [CDC](#) or [WHO](#) website. Information is updated daily so ensure you are referencing the most up to date information.

United Health Care

UHC has setup a resource site for all customers. UHC will cover all testing for COVID-19 for all insured, Medicaid, and Medicare members.

[UHC Information](#)

Additional Resources

[Marine Safety Information Bulletin – Novel Corona Virus](#)



March 22, 2020

To Whom This May Concern:

Weeks Marine, Inc. employees are considered essential critical infrastructure workers as defined in the Department of Homeland Security's March 19, 2020 Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response.

This guidance states that: "If you work in a critical infrastructure industry, as defined by the Department of Homeland Security . . . you have a special responsibility to maintain your normal work schedule."

The DHS memorandum identifies "Maritime transportation workers – port workers, mariners, equipment operators," and "employees who repair and maintain marine vessels" as essential critical infrastructure personnel.

As an employer of critical infrastructure workers, Weeks Marine, Inc. respectfully requests that the employee bearing this letter be allowed to proceed to or from his/her place of employment to ensure this critical transportation infrastructure is not impacted.

If you have any questions, please contact the undersigned

Sincerely,

Michael Testani
Senior Vice President and Chief Financial Officer
matestani@weeksmarine.com
908-272-4010 x2087

Weeks Marine, Inc.

4 Commerce Drive
Cranford, NJ 07016

(908) 272-4010 Main
(908) 272-4740 Fax

www.weeksmarine.com

