



GREAT LAKES DREDGE & DOCK COMPANY, LLC  
COVID-19 SAFETY POLICY

Section:	Revision Number: 0	Page: 1 of 5	Title: <b>COVID-19 SAFETY POLICY</b>
Date Issued: 11 March 2020	Approved By: <i>Dave Simonelli</i>		

### **Scope**

This policy shall apply to all Great Lakes Dredge & Dock Company, LLC personnel and Non GLDD Personnel that come in contact with GLDD personnel.

### **Purpose**

1. The primary objective of this interim guidance for COVID-19 is to highlight awareness of the disease and in the process educate our employees and Non GLDD Personnel on measurements needed to be taken to minimize *risks* associated with the disease.
2. Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people, such as with MERS-CoV and SARS-CoV. The virus that causes COVID-19 is spreading from person-to-person in China and some limited person-to-person transmission has been reported in countries outside China, including the United States. However, respiratory illnesses like seasonal influenza, are currently widespread in many US communities.
3. The following interim guidance may help prevent workplace exposures to acute respiratory illnesses, including COVID-19, in non-healthcare settings. The interim guidance also provides planning considerations if there are more widespread, community outbreaks of COVID-19.
4. Including all existing procedures and plans that supplement the execution of the policy (i.e. Workplace Security Plan).

### **Resources**

1. [World Health Organization \(WHO\)](#)
2. [Center for Disease Control \(CDC\)](#)
3. [Occupational Safety & Health Act of 1970 \(OSHA\)](#)
4. [Equal Employment Opportunity Commission \(EEOC\)](#)
5. [Department of Labor \(DOL\)](#)
6. [Family Medical Leave Act \(FMLA\)](#)
7. GLDD Vacation Policy
8. GLDD Sick Leave Policy
9. GLDD Travel Policy
10. [GLDD Personal Travel Safety Policy – Coronavirus Disease 2019 \(COVID-19\)](#)

### **Responsibility**

It is the responsibility of all employees of Great Lakes Dredge & Dock Company, LLC and all Non GLDD Personnel to strictly follow the below interim guidance.



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## **Procedure**

### **Actively encourage sick employees / Non GLDD Personnel to stay home:**

1. Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using a thermometer), 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). Employees should notify their supervisor and stay home if they are sick.
  - a) GLDD will ensure that our sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies
  - b) Talk with companies that provide our business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies

### **Separate sick employees:**

1. CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

## **Proactive Prevention Methods**

1. All GLDD employees and Non GLDD Personnel are mandated to complete the [Moxie Training](#) associated with COVID-19.
2. All company publications and posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) will be posted on the workplace message boards.
3. Tissues and disposal receptacles for use by employees will be provided.
4. Soap and water should be used preferentially:
  - a) If hands are visibly dirty
  - b) After going to the bathroom
  - c) Before eating
  - d) After blowing your nose, coughing or sneezing
5. Soap and water along with hand rubs in the workplace will be provided.
6. Employees and Non GLDD Personnel will be instructed to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol. GLDD is sourcing alcohol based hand sanitizer which is presently in short supply when unavailable wash their hands with soap and water for at least 20 seconds. Ensure that adequate supplies are maintained. Hand rubs will be placed in common areas to encourage hand hygiene.



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7. Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.
8. Perform routine environmental cleaning.
  - a) Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
  - b) No additional disinfection beyond routine cleaning is recommended at this time.
  - c) Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, tools) can be wiped down by employees before each use.
10. Testing & Monitoring
  1. In anticipation of the possible need to test the body temperature of employees and other personnel at access points, Facility and Site Teams shall develop appropriate control plans.
11. Travel
  - a) See GLDD Personal Travel Safety Policy – Coronavirus Disease 2019 (COVID-19)
  - b) Senior Management will address restrictions on Business Travel.
12. Non-GLDD personnel must comply with this policy or will not be allowed access to our vessels and work areas.
13. Personal Responsibility and Accountability
  - a) **Symptoms compatible with COVID-19**, for the purpose of these recommendations, include subjective or measured fever, cough, and difficulty breathing.
  - b) **Self-observation** means employees should remain alert for subjective fever, cough, or difficulty breathing. If they feel feverish or develop cough or difficulty breathing during the self-observation period, they should take their temperature, self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.
  - c) **Self-monitoring** means employees should monitor themselves for fever by taking their temperatures twice a day and remain alert for **symptoms compatible with COVID-19**, including subjective or measured fever, cough, and difficulty breathing, during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider (*AXIOM* – (877) 502-9466) to determine whether medical evaluation is needed.
14. In addition to being responsible for their own compliance, GLDD management at all levels are accountable for enforcing this policy and proactive prevention through strong safety management practices.



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## Case Management

1. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
2. If family member is home with suspected COVID-19 symptoms but unclear if infected – employee shall stay home until family member illness is diagnosed. Non-typical working arrangements that may result from this requirement will be addressed by Senior Management on a case-by-case basis.
3. If an employee is confirmed to have COVID-19, GLDD will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

## Outbreak Planning

1. The severity of illness or how many people will fall ill from COVID-19 is unknown at this time. If there is evidence of a COVID-19 outbreak in the U.S., GLDD will plan to be able to respond in a flexible way to varying levels of severity. For the general American public, such as workers in non-healthcare settings and where it is unlikely that work tasks create an increased risk of exposures to COVID-19, the immediate health risk from COVID-19 is considered low. GLDD will continue to monitor the CDC and its international partners for data on the severity of illness caused by COVID-19, will disseminate the results of these ongoing surveillance assessments, and will make additional recommendations as needed.
2. GLDD is preparing a Site Control Plan to perform body temperature checks and restrict access to dredges, support vessels, work sites, offices and yard facilities. This plan will also include measures to ensure the health and safety of our live aboard crews.

## Contingency Plan

1. In the event a worksite needs to be quarantined, all recommended Center of Disease Control (CDC) guidelines will be followed.
2. As per CDC guidelines, GLDD will empower local worksite leaders with the authority to take appropriate actions including coordination with state and local health officials. Such coordination is strongly encouraged, so that timely and accurate information can guide appropriate responses in each location where their operations reside. Since the intensity of an outbreak may differ according to geographic location, local health officials will be issuing guidance specific to their communities.



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**Company Resources and Contacts:**

**Specific Employee Health/Wellness:**

*Axiom* – (877) 502-9466

**Safety Policy Issues & Equipment:**

*Chris Wire (DPA)* (630) 310-1286

*Jason Campbell (Alt)* (630) 207-2938

**Labor Relations / HR Issues:**

*Tony Zezovski* – (815) 830-2840