



CORONAVIRUS (COVID-19) RESPONSE PLAN

Great Lakes Dredge & Dock Company, LLC

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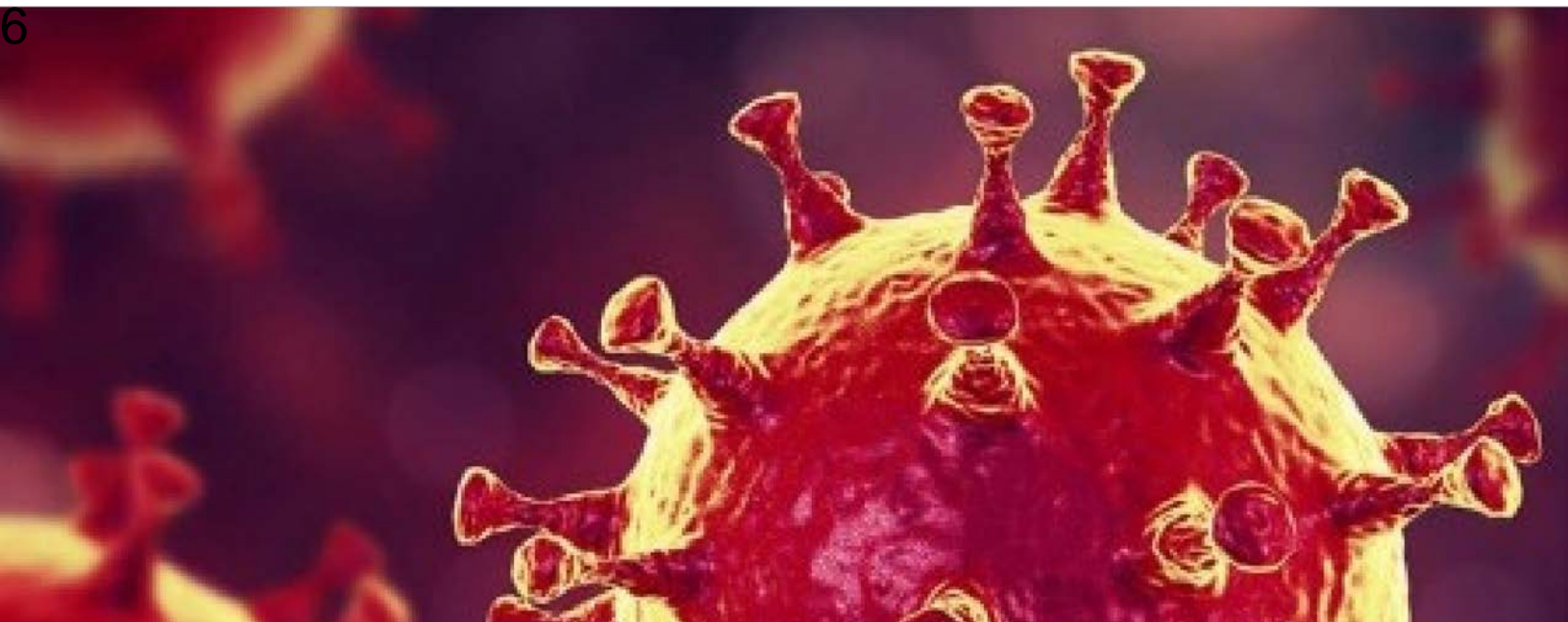
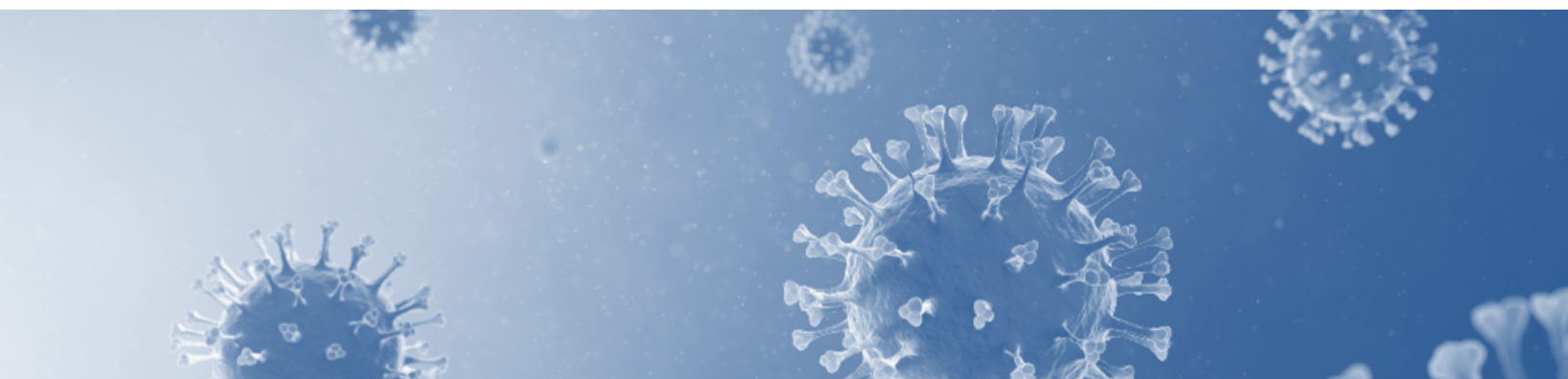


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CHAPTER 1

OVERVIEW AND INTRODUCTION

Company Approach

Great Lakes Dredge & Dock Company, LLC (GLDD or The Company) recognizes the serious nature of the Coronavirus (COVID-19) pandemic, and has put in place a comprehensive approach to assess and respond to this threat. This Response Plan, effective immediately and in effect until further notice, is intended to summarize and communicate GLDD's approach and practices to its employees. A COVID COMMAND TEAM has been assigned to monitor the changing situation and make recommendations and communications based on governmental guidance as well as industry resources to ensure the safety and health of all of our employees.

The approach consists of:

- ✓ Monitoring recommendations from the World Health Organization (WHO) and the Center for Disease Control (CDC)
- ✓ Following regulatory directives from the United States Coast Guard (USCG)
- ✓ Meeting several times weekly to reassess the situation and make necessary changes
- ✓ Communicating changes to its policies or any other pertinent information through email and posters
- ✓ Taking additional steps as required to minimize the spread of the disease, protect our employees, and our business

This Response Plan provides an overview of and incorporates all of GLDD's policies relating to the coronavirus outbreak, including its COVID-19 Safety Policy dated March 11, 2020, and its Personal Travel Safety Policy – Coronavirus Disease 2019 (COVID-19). In addition, project sites may also issue site- specific Site Access Plans consistent with this guidance. Please continue to refer to those policies for more detailed guidance as necessary.

Symptoms

The CDC identifies the following symptoms of Coronavirus (COVID-19) (referred to as "coronavirus"):

- *Fever or chills*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Fatigue*
- *Muscle or body aches*
- *Congestion or runny nose*
- *Nausea or vomiting*
- *Diarrhea*
- *Headache*
- *Sore throat*
- *New loss of taste or smell*

Symptoms affect individuals differently, and there may be other symptoms associated with coronavirus. If you feel sick or exhibit symptoms, stay home and consult a medical professional.

Proactive Prevention Methods

GLDD is taking the following proactive prevention methods to lessen the risk of coronavirus spreading to our employees. This Response Plan outlines each of these methods below. These methods are effective immediately and will continue until further notice, unless otherwise lifted by executive management.

- Business Travel Restrictions
- Personal Travel Guidance
- Visitor Restrictions
- Interim Policy Changes
- Employee Health Screenings
- Subcontractor Restrictions
- Resources
- Education, Training and Mentorship
- Auditing of Policies and Procedures
- Periodic Mandatory Testing

CHAPTER 2

TRAVEL GUIDANCE & EVENTS

International Travel

Business travel outside of the United States is restricted to travel that is absolutely essential and must be approved in advance by GLDD's Chief Operating Officer, David Simonelli. Please refer to GLDD's COVID-19 Safety and Travel Policies regarding personal international travel. Many destinations have been assigned a LEVEL 3 designation (reference below CDC Travel Guidelines) prohibiting travel. If you do choose to travel, follow the procedures in the GLDD COVID-19 Safety Policy. Employees should not return to work if they are feeling ill or showing any signs of coronavirus as outlined above and by the CDC.

Domestic Travel

Domestic travel is now limited to essential business-critical trips only. Elective travel to conferences, association meetings, or other large group events is not permitted. Exceptions to this must be requested and approved by GLDD's EVP, Project and Operations Services, Kyle Johnson.

Follow CDC guidelines regarding travel to certain areas within the United States that may be experiencing a COVID-19 outbreak. If business travel is necessary and approved, follow all CDC guidelines for travel, including wearing a mask, following all social distancing and washing hands frequently.

Many states have enacted mandatory quarantine orders for persons traveling to and from certain locations. Employees are expected to be aware of any quarantine orders in their home states and are expected to comply with those quarantine orders upon return from their rotation as required by CDC guidance and local law.

Employee Documentation for Access and Travel in "Shelter-in-place" Areas

For those employees needing to travel to and from job sites, offices, yards or other work sites, it may be necessary (depending on state-specific mandates) to provide written documentation that you are personnel engaged in critical infrastructure services. Employees traveling for work should contact their supervisor to request a letter authorizing such travel ("Critical Services Letter"), and should carry the letter while traveling.

GLDD employees will be required to carry the following identification and documents to ensure access to project sites and when traveling to and from projects:

1. A valid government-issued ID, such as a driver's license or passport
2. Proof of employment, such as employer credentials (TWIC and/or MMC)
3. GLDD Critical Services Letter
4. Department of Homeland Security memo identifying maritime services as essential services.
5. Site or project-specific Critical Services Letter, if available.

CDC Travel Guidelines

The CDC monitors health-related issues worldwide and categorizes countries on 3 levels based on health risks.

CDC Level 3 Classified Countries (high risk)

Employees should not travel to any country in which there is a CDC Level 3 warning. Countries currently designated as CDC Level 3 are listed at <https://www.cdc.gov/travel/notices>. New countries are being added on a regular basis.

Upon return from travel to CDC Level 3 Classified Countries, you are not allowed to return to your project site or office until 14 days after your return date to the United States. 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 GLDD's EVP, Project and Operations Services, Kyle Johnson, for dredging staff, and Chief Financial Officer Mark Marinko for corporate staff.

Meetings and Group Gatherings

Employees should take caution when planning meetings and attending group functions. Social and business distancing practices will be followed until further notice:

- Postpone all in-person meetings/gatherings. This includes all conferences, business meetings, or any other formal gathering for business purposes.
- Hold all large meetings by utilizing Go-To-Meeting or Microsoft Teams. Contact IT if you need assistance in setting up your conference lines.
- If you are required to attend a meeting/gathering for business purposes, wear a mask for the duration of the meeting.

CHAPTER 3

INTERIM HUMAN RESOURCES POLICY CHANGES

Working Remotely

All employees at GLDD Headquarters will work remotely. GLDD will follow state guidance regarding shelter-in-place restrictions to determine when headquarters will reopen. Department Heads should conduct daily video or conference calls to coordinate remote work in support of GLDD project operations. Any employee requiring access to the office facilities, tasks or functions are to obtain approval from their department head and minimize time in the office. If you have challenges connecting remotely, please contact the IT Department or submit a Help Desk ticket and they will assist you with remote work related issues.

Project sites and yard facilities are to assess remote working options to minimize project staff physically working in the site or yard offices.

See guidance above regarding letter authorization for domestic travel to and from job sites, offices, yard or other work sites.

Modification to Paid Sick Leave Policy

GLDD will provide up to an additional 56 hours of paid leave to all salaried, union, and non-union employees for certain qualified events. An employee will qualify for this paid leave if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. has been advised by a health care provider or GLDD to self-quarantine related to COVID-19;
2. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
3. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); or
4. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to coronavirus.

This is a temporary measure given to provide relief to employees managing through the challenges of the COVID-19 outbreak. All requests for use of interim sick leave should be directed to Tony Zezovski, Director of Labor Relations (tzezovski@gldd.com/815-830-2840). Please refer to GLDD's *Paid Sick Leave Policy and Executive Order 13076* which remain in place during this time. This change is effective immediately and will remain in place until further notice. Any questions should be referred to Human Resources.

Accountability for Violation of Safety Policies

It is extremely important that all employees follow and take seriously the procedures set forth in this Response Plan, and any additional safety measures that are implemented on particular project sites or in office areas. If an employee violates these policies, the following progressive accountability system will be followed:

1. First offense: Employee will receive a warning. Employee will be reminded of and retrained on Response Plan expectations.
2. Second offense: DML (3-days w/o pay)
3. THIRD offense: Terminate the employee

Management reserves the right to deviate from the above system and implement other accountability depending on the severity of the violation.

CHAPTER 4

SCREENING PROCEDURES

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 boarding vessels and entering work sites. The following requirements apply on all project sites, vessels, project offices and yard facilities.

NOTE: Please reference *Visitor Restrictions* for limiting access to projects and vessels to essential personnel only.

Health Screenings Prior to Site Arrival

Prior to traveling to a project site, employees must complete the *Contagious Respiratory Illness Assessment Guideline for Social Isolation* in DocuSign (“the assessment form”). The assessment form will be emailed by the crewing team to each employee 72 hours prior to the employee’s expected return date. All employees must return the completed assessment form via DocuSign prior to commencing their return travel to the job site. The crewing team will review the assessment forms and will contact any employees whose assessment form raises concerns regarding their exposure to COVID-19 or other risk factors. Upon further assessment, employees displaying symptoms of COVID-19 or who may have been exposed to COVID-19 may be directed to delay travel to the job site, be evaluated by a medical professional or be required to be tested for COVID-19 prior to receiving authorization for access to a vessel or job site.

In addition, employees will be contacted by phone in advance of crew changes, in order to check in on each employee’s current well-being, social distancing and shelter-in-place activity, and to assess whether any COVID-19 risk factors are present.

NOTE: Employees ARE NOT TO travel to a project site if they have not completed the assessment form and one-on-one phone screening. If these items are not completed, employees will not be permitted to access the project site. If an employee has not been contacted by their supervisor several days prior to travel, the employee should reach out to his/her supervisor to complete the screening process.

GLDD appreciates the cooperation of its employees in providing complete and accurate information in response to these assessments. This information will benefit all employees in helping to minimize the risk of exposure to coronavirus.

Health Screenings On-Site

At the start of each shift, assigned GLDD or third-party personnel will take temperature readings and ask health questions of employees each day. Individuals conducting the screenings shall be trained and authorized by project management and/or the Site Safety and Health Officer, and will be provided with appropriate PPE, including latex/nitrile gloves, face shields, and masks. In addition, employees will be required to answer several questions relating to their current health and recent travel, similar to the assessment form. Employees will not be allowed to enter the job site for any of the following reasons:

- Any employee exhibiting a temperature of 100.4° or greater;
- Any employee reporting or exhibiting any symptoms of COVID-19, including but not limited to cough, extreme fatigue, trouble breathing, sore throat, nausea, congestion or other identified COVID-19 symptoms;
- Any employee who tests positive for COVID-19;
- Any employee whose household member or other close contact has tested positive for COVID-19.

GLDD will begin implementing mandatory testing for COVID-19 at office, yard and project locations where available. Testing will be conducted by trained third-party medical personnel who are authorized to administer the

test. GLDD will also begin using self-administered test kits for completion by each individual employee prior to returning to work. Specific instructions will be provided for the use of self-administered test kits.

Where testing is being conducted, all employees will be required to take the test and receive a negative result in order to report for work. If an employee tests positive for coronavirus, he or she will be required to follow all procedures specified in Chapter 6 of the GLDD COVID-19 Response Plan.

Health screenings and assessments should be conducted in a private area to maintain the confidentiality of each individual's medical information to the extent possible. Employees being screened should be distanced so others cannot overhear screening responses or see/hear temperature results. Any written materials generated as part of the health screening process that contain confidential medical information should be maintained and stored confidentially, and any copies of such documents should be destroyed once they have been scanned and sent to HR. Please contact the Legal Department if you have any questions about confidentiality of information or storage requirements.

Logging of Health Screen

Upon successful completion of the health screening process with no identified risk factors or concerns, color-coded wristbands will be provided to confirm that the employee has been screened. Project management will choose a different color for each work day. In addition, each vessel and project site should keep a daily log of all employees and visitors on board each vessel and on each project site.

CHAPTER 5

WORKSITE SAFE PRACTICES

Stagger Shift Starts and End

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

Stagger Meal Breaks

Meal breaks should be staggered into multiple shifts to limit group size.

Personal Protective Equipment (PPE)

Employees MUST wear face masks in common areas and in gatherings of larger groups, where it is difficult to maintain other social distancing measures. Other types of PPE, including nitrile/latex gloves, face shields and N95 respirators, should be utilized where available as noted below.

Suspend All Large Gatherings

Supervisors shall suspend large gatherings, including pre-shift meetings, stretch and flex, and toolbox talks. These programs should continue in small groups of 10 or less, and employees should be mindful of keeping an appropriate distance of at least 6' between each other. Masks MUST be worn during any small group gatherings.

In addition, all staff and crew on site are prohibited from dining or socializing in restaurants, bars, casinos or other social gathering places during their on-site rotation, regardless of state or local orders which may permit such gatherings. GLDD may prohibit entry of any employee onto any work location if the employee has visited such establishments.

Disinfect Job Sites

Care should be taken to disinfect all common areas routinely. This includes all lunch areas, tools, door handles, bathrooms, etc. Utilize approved products or a bleach-based dilution before every shift, or more frequently. Refer to the GLDD – Disinfection Protocol for further guidance.

Cleaning by a professional third-party cleaning company should be performed as follows:

1. Following any extended repair period where there is significant attendance by third-parties;
2. For live aboard dredges- every 30 days;
3. For non-live aboard dredges- every 60 days.

Cleaning should include sanitizing of living and common areas such as bridges and lever rooms, as well as fogging of machine spaces. If third-party professional cleaning services are not available according to the above schedule, extra care should be taken to follow standard GLDD Disinfection Protocol until such time when such professional cleaning services can be scheduled.

Pre-boarding/On-boarding Disinfection Procedures

Prior to boarding a vessel, employees shall do the following:

- Complete all pre-travel health screening requirements
- Disinfect all personal belongings, including personal luggage, clothing, shoes, PPE and any other personal items, using a disinfectant spray approved to treat coronavirus.
- Wash their hands with soap and water, or disinfect hands using hand sanitizer or sanitarywipes. Upon boarding the vessel, each live-aboard employee must immediately take a shower. All clothing should be placed in a trash bag and washed immediately.

Daily Best Practices

Follow CDC recommendations on personal hygiene and social distancing. This includes:

- Wash hands with soap for at least 20 seconds.
- If hand washing is not available, use 70% or greater alcohol-based hand sanitizer and rub thoroughly over hands until dry (about 20 seconds). Note: hand sanitizer is only effective if your hands are not visibly soiled/dirty.
- Avoid touching your face. Wash hands immediately after touching your face.
- Cough or sneeze into a disposable tissue or into your sleeve – never your hands.
- Practice social distancing of 6 feet between individuals, where practical.
- If 6 feet of separation is not possible, wear a mask.
- Avoid handshakes or other physical forms of greeting.
- Avoid high-touch surfaces, such as door handles, elevator buttons, sink faucets, etc. Use your elbow or foot if possible. If you must use your hand, use a disposable paper towel or tissue and sanitize your hands immediately afterwards.
- Frequently sanitize hands, shared workspaces, equipment, etc.
- Sanitize equipment before sharing. This includes tools, equipment, pens, phones/radios, etc.
- As it is possible, conduct communications via phone, email, etc., to avoid close interaction.
- When in-person meetings are required, hold these meetings in open air if possible (such as on the dock rather than in enclosed vessel spaces). **Wear a mask during any group meetings.**

See also *GLDD COVID-19 Safety Policy* and *CDC Interim Guidance for Ships on Managing Suspected Coronavirus Disease 2019* for additional measures to reduce transmission.

Visitor Restrictions

Operational Locations: Projects, Vessels and Yards

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

Access to all GLDD vessels is restricted to essential personnel and third party technical staff required to effect equipment / vessel component repairs. Each project and facility will conduct temperature tests and a health questionnaire daily and issue color-coded wristbands to essential personnel only who have successfully passed the health check. No personnel or other visitors are permitted on site without a valid wristband.

See *Employee Health Screenings* for further information regarding obtaining a wristband.

VISITORS ARE STRICTLY PROHIBITED. Visitors include non-essential office staff not typically associated with the project, vendors, suppliers, or any other non-essential personnel. Government officials or owners' representatives are strongly discouraged from visiting vessels if not conducting necessary official business.

Site Management is to request Government Inspectors and Protected Species Observers not visit GLDD vessels and conduct their inspections virtually.

If regulatory visits cannot be handled remotely or rescheduled, government officials and other visitors must follow all screenings and precautions as set forth in this Response Plan prior to entering any vessel or project site.

If an employee tests positive for coronavirus, visitors attending the impacted location should be notified of potential exposure in advance of their visit and any visits should be rescheduled.

Office Locations

ALL VISITORS TO OFFICE LOCATIONS ARE PROHIBITED. Employees are to use the guidance above regarding virtual meetings to prevent additional exposure to office locations.

Subcontractor Policies

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

Business-Critical Subcontractors

Business-critical subcontractors, such as third-party chartered tugs, work boats and crew boats, maintenance, transportation, etc., shall be allowed to access production sites and yards and are to adhere to GLDD's COVID-19 Response Plan. All subcontractors shall be subject to pre-screening procedures, and will be required to display a daily wristband.

Caution should be taken by supervisory staff to ensure only necessary subcontractors are allowed.

For third-party charter companies, such as tugs, workboats and crew vessels, a GLDD supervisor must be identified to be a liaison between the subcontractor and GLDD. This liaison shall communicate GLDD's expectations that all third-party charter companies adhere to GLDD's Response Plan, including conducting daily health screenings and temperature testing of all employees, and actively monitoring for any symptomatic employees. The liaison shall be in regular communication with the subcontractor regarding the subcontractor's compliance with health screening/temperature testing protocol, and regarding any symptomatic employees.

Utilize the "Subcontractor Expectations Letter" to communicate GLDD's expectations and provide a copy of the Response Plan to subcontractors and business partners.

Should a subcontractor employee exhibit symptoms or test positive, the subcontractor shall notify the GLDD liaison immediately. The affected employee shall be removed from site immediately. Considerations should be made for removing any other subcontractor crew members who may have had direct contact with the affected employee.

Upon becoming aware of a subcontractor employee who is exhibiting symptoms or tests positive, site management should notify Safety/HR and protocol for "If an Employee Tests Positive" (page 14) should be followed.

For delivery drivers, access to the site should be limited. When feasible, truck drivers shall stay in their vehicle at all times. Drivers shall not be allowed access into 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 strictly prohibited.

CHAPTER 6

VIRUS RESPONSE

IF AN EMPLOYEE DEVELOPS SYMPTOMS

Employees/Personnel Exhibiting Symptoms

If any employee or other personnel on a project site, yard or vessel exhibits any symptoms of COVID-19, they are to isolate themselves immediately from other employees until arrangements can be made to get them to a medical facility. PLEASE NOTE: Symptoms of coronavirus are frequently changing. Take all reports of symptoms seriously and do not second-guess an employee who reports feeling ill. Any reports of illness should be reported to Axiom immediately.

Provide the affected employee with a face mask or N95 respirator, when available, to prevent additional exposure. A supervisor must immediately call Axiom, contact the SSHO on duty and wait for instructions prior to transporting an employee to the clinic.

Any employee interacting with the affected individual should wear nitrile/latex gloves, a face mask, face shield and/or N95 respirator where available.

Each GLDD project has been provided with a local clinic that can assist with facilitating screening for coronavirus. Employees are required to meet the criteria for returning to work prior to returning to site. See “If An Employee Tests Positive” and “Return to Work After Positive Test” below for further guidance.

Isolation/Quarantine Procedures

A person who has a positive test result or who is experiencing symptoms is considered in ISOLATION. A person who is a close contact of someone who has tested positive or who is experiencing symptoms of the virus is considered under QUARANTINE.

If a vessel crewmember tests positive for COVID-19 or experiences symptoms of COVID-19, isolation of the crewmember or quarantine of the vessel may be necessary. Wait for guidance from the USCG, CDC and/or local health authorities.

For both vessel crew and shoreside employees, utilize the following isolation procedures for potentially infected employees/individuals:

- Infected employee should be placed in a room without contact to others until the employee can be removed.
- All employees encountering the infected individual, or conducting decontamination, shall wear latex/nitrile gloves, facemask, face shield and/or N95 respirator where available.
- 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.
- Isolated employee should have no direct contact with others except where necessary.
- Meals to isolated employee should be packaged in disposable dining ware with single-use cutlery and delivered to room with no face-to-face interaction during this service.
- Room housing isolated employee should not be cleaned by others. Supplies such as paper towels, cleaners, and disinfectants, and extra linens can be provided to isolated persons so they can clean the room by themselves as necessary.
- Food waste and other trash should be collected and bagged by the isolated employee and placed outside the room during designated times.
- Soiled linens and towels should be bagged in water-soluble bags by the isolated employee and placed outside the room during designated times for transport to the laundry room if necessary.

Employee Removal/Reporting

For employees/personnel working on vessels, the USCG has released a Marine Safety Information Bulletin (MSIB 06-20) outlining reporting requirements. Before removing an employee from a vessel, you must contact the

Project SSHO and Director of Safety, Jason Campbell. The Director of Safety will coordinate with the Legal Department to notify the USCG, and coordinate notification to any local health authorities. Vessels are to wait for guidance from the USCG and local health authority before removing an employee. GLDD policy will be to follow all guidance from the USCG, CDC and local health authorities. For land-side projects and yards, employees should follow instructions from Jason Campbell or the SSHO regarding transportation to an approved clinic.

Quarantine/Isolation After Exposure

USCG or local health authorities may require quarantine or isolation of crew or employees for a period of up to 14 days from exposure. GLDD will comply with any mandatory quarantine/isolation events, and will support employees with food, travel, medical care and incidentals during that time.

While under quarantine/isolation, employees should comply with all health and safety measures in effect at the hotel or other quarantine facility. If an employee is quarantining/isolating at home, all health and safety measures should be followed while in home quarantine/isolation.

If an employee is symptomatic, Safety/HR will assist with care and transfer home or to an approved hotel or facility as necessary.

Public transportation should not be used for transportation of any employees under quarantine/isolation. GLDD will work with impacted employees for arrangements to hotel or home as necessary.

Shoreside/Working Quarantine

- Prior to any potential situation, hotel space should be identified that can accommodate employees under quarantine/isolation.
- Hotel should be advised that exposed or potentially positive individuals may be staying at the hotel, and hotel safety measures should be strictly followed at all times.
- Home quarantine/isolation may be warranted depending on individual employee circumstances, to be approved by Safety/HR.
- Crew may also be directed to quarantine/isolate on board the vessel, or to continue normal operations as able under a working quarantine.
- During a working quarantine, all crew and persons on board should have twice daily temperature checks, and should closely monitor for symptoms.

Crew Quarantine Protocols

While GLDD crew are under quarantine or isolation at site, it is important that crewmembers maintain as much distance as possible between themselves and others in order to mitigate the risk of spread of COVID-19. GLDD will provide the following during quarantine:

Subsistence and Incidentals: GLDD will issue a per diem rate for meals per applicable Collective Bargaining Agreement or GLDD subsistence rate. Meals should be ordered through no-contact delivery. Laundry services may be expensed or GLDD will reimburse reasonable expenses. Incidentals and reasonable out-of-pocket expenses are subject to the approval of management.

Medical: Management will check in with quarantined crewmembers daily. Axiom should be contacted for any medical questions or concerns. Immediately report any symptoms or health concerns so prompt care may be provided.

GLDD expects that quarantined crew will comply with the following measures at all times, whether at onshore lodging such as a hotel or other quarters, or at home:

Safety Measures:

- If you are quarantining at home, follow all CDC guidelines for home quarantine.
- If you are quarantining at a hotel, hotel rules and regulations must be followed at all times.
- Follow all safety measures required in GLDD's COVID-19 Response Plan.

- It is expected that all quarantined crew will remain in their rooms or at home during quarantine. However, if it is necessary to leave your room, you **MUST** wear a mask and practice social distancing during that time.
- Maintain social distancing wherever possible. Maintain a distance more than six feet away from ALL persons, including crewmembers.
- Guests are **NOT** permitted in rooms.
- Crewmembers should not congregate together in public spaces or private rooms.
- Wash hands frequently, and practice good personal hygiene at all times.
- Should you need additional supplies, such as toiletries, towels, etc., you may contact the front desk and ask that they be left outside your room.
- Place sealed garbage bags outside your room for disposal.
- Place soiled towels or linens in a sealed bag and leave inside your room.

Quarantined crew who do not test positive or develop symptoms will be released from quarantine 14 days from the last date of contact with the infected individual.

Disinfection

After an employee is removed from a vessel, the following guidelines should be followed in addition to the standard GLDD Disinfection Protocol:

- Wait 24 hours or as long as practical before beginning cleaning and disinfection of cabins vacated by removed employee.
- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- If laundering is required, launder soiled linens and towels collected from cabins occupied by isolated employee in washing machines set at the warmest appropriate water setting for the items, and dry items completely.
- Identify pathways to minimize risk of respiratory transmission when employees are required to move in and out of isolation room areas and during the transport of waste and soiled linens generated by isolated individuals.

Industrial Cleaning

When feasible, utilize industrial cleaning companies to disinfect project sites, offices, and vessels regularly, especially after an employee has been confirmed to have coronavirus. Aftermath Services, LLC, a national industrial cleaning company, will be contacted to disinfect project sites, offices and vessels where needed. Contact Jason Campbell for information regarding utilization of Aftermath.

IF AN EMPLOYEE TESTS POSITIVE

Communication

If an employee exhibits symptoms or tests positive, quick and effective communication will be important in containing the spread. If an employee tests positive, appropriate communication will be made to those employees who came in contact with the affected individual, so they can monitor for symptoms. In making such communications, GLDD will work to balance the need for timely disclosure of information regarding exposure and transmission, with consideration given to each employee's privacy and confidentiality regarding personal health matters.

When communicating information, the following guidelines should be followed:

- Consider the employee's privacy. When communicating any information associated with the employee, do not include names or any specifically identifying characteristics.
- Provide as many details as possible, including:
 - When the symptoms began;
 - When the employee began their hitch/shift;

- Employee's job position;
 - Other employees he/she may have been in contact with;
 - Areas the employee may they have frequented on the vessel/project/yard;
 - Whether the employee has been removed or isolated.
- Safety/HR-Labor Relations and project management should work together to communicate efficiently and share necessary information.
 - Keep other employees calm. Ensure them that GLDD is taking all necessary precautions to disinfect the area and address the situation.

Contact Tracing

Time is of the essence in identifying other personnel who may have come into contact with an employee or individual who has tested positive for COVID-19 ("Infected Individual"). Upon notice of a positive COVID-19 result, a specific On-Site GLDD employee should be designated as the individual with primary responsibility for managing and coordinating the contact tracing process ("the Contact Tracer"). In most instances, this will be the SSO. The Contact Tracer should be in contact with and follow guidance from the relevant local health authority regarding contact tracing, in addition to the guidelines and resources below.

Site management will coordinate with the Contact Tracer to develop a list of all known employees and third-party subcontractors or business partners who may have been in contact with the case for a period starting 48 hours prior to when the case began experiencing symptoms and through the last contact with the case ("Exposure Period"). "In contact with" means any individual who has been within 6 feet of or in the same room or close quarters with the Infected Individual for a period of at least 15 minutes, or having direct physical contact with the Infected Individual (i.e., handshake). All persons on the list are "Close Contacts" and should be contacted and notified that they have potentially been exposed and to self-monitor their health while being in quarantine for a period of 14 days after their last exposure to the case. Employees should wear a mask and maintain social distancing during this time period, and must immediately report any symptoms and follow all health screening procedures. If the employee is at work when symptoms arise, the employee should be removed from the work site immediately and sent home.

The Contact Tracer will work with site management to coordinate testing 5 days after the date of last exposure for all employees who may have been exposed during the exposure period. If an exposed employee tests negative, he or she may return to work but must continue to monitor for any symptoms and follow all screening protocol. If an exposed employee tests positive, he or she must self-isolate and follow all protocol. This contact tracing protocol must be repeated for any additional exposed employees who test positive.

Contact Tracing Resources

The CDC offers multiple resources regarding contact tracing for further information and contact tracing principles (<https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/contact-tracing/index.html>).

Coursera offers a free six-hour course developed by Johns Hopkins University which addresses steps for conducting contact tracing. <https://www.coursera.org/learn/covid-19-contact-tracing?edocomorp=covid-19-contact-tracing>

Confidentiality of Information

All information developed through the contact tracing process should be collected and maintained confidentially on separate forms and in separate files from the employee's personnel files. Care should be taken to conduct interviews by phone and/or in a private area so confidential medical information is not shared. Any written materials generated as part of the contact tracing process should be maintained and stored confidentially. Please contact the Legal Department if you have any questions about confidentiality of information or storage requirements.

Contact Tracing Questions

Adapted from the CDC's "Key Information to Collect During a Case Interview"

Questions for Infected Individual

1. Identifying/Contact Information
2. When symptoms began
3. Description of symptoms (ask whether each one was experienced): fever, cough, shortness of breath, diarrhea/GI, headache, muscle ache, chills, sore throat, vomiting, abdominal pain, nasal congestion, loss of smell, loss of taste, malaise, fatigue, other with description.
4. Close Contacts
 - a. Determine start and end date of contact elicitation window (48 hours prior to onset of symptoms through date when case self-isolated)
 - b. Total number of household contacts
 - c. Total number of intimate partners (that do not reside with patient)
 - d. Any other people in close contact, including coworkers
 - e. For each Close Contact, query the following:
 - Identifying/Contact Information
 - Location where exposure occurred (home, school, day care, workplace, place of worship, shelter, hospital/medical care, travel or transit, retail setting)
 - Date of most recent exposure and duration of exposure in minutes
 - If contact is a healthcare professional or first responder, gather name and address of setting and whether it is a hospital, ambulatory care, urgent care, long-term care, hospice, ambulance company, fire department, law enforcement, etc.
 - If contact lives or works in a congregate setting, gather name and address of setting and whether it is correctional facility, dorm, group home, multi-family household, multi-generational household, factory, homeless shelter, long term care facility, food processing plant, etc.
 - f. Any community settings where may have exposed others
 - Can include public transportation, retail, large community social event, recreational activity, and place of worship and many others
 - For each answer, ask the following:
 - ✓ Name and address of site or facility
 - ✓ Specific area within facility
 - ✓ Date onsite
 - ✓ Duration of time spent in each area within the facility
 - ✓ Close contacts in each area
5. Instruction Regarding Self-Isolation: explain importance of self-isolation and provide support

Questions for Close Contacts

The following questions should be addressed with each GLDD employee, vendor or business partner identified as a Close Contact by Infected Individual:

1. Identifying/Contact Information
2. Inform about exposure
 - Do not provide any identifying information or confidential medical information regarding the case
3. Inquire into symptoms (see No. 3 above)
4. Provide instruction and support regarding self-quarantine for a period of 14 days from date of last contact with Infected Individual
5. Request that Infected Individual inform all other Close Contacts regarding their potential exposure

Follow-Up

1. Check in with Infected Individual and Close Contacts Regularly (every few days)
 - a. For Infected Individual, inquire regarding whether symptoms have worsened or improved, and whether they have had any other contacts during their time of self-isolation
 - b. For Close Contacts, inquire whether they have developed symptoms
2. Continue to offer support

3. Direct all employees with concerns regarding their exposure to the Site Safety and Health Officer/HR-Labor Relations.

Disinfect Workspace

Disinfect the workplace as much as feasible. This includes all common areas, such as lunchrooms, bathrooms, sleeping quarters, welding shops, etc. Wipe all door handles, doorframes, and other commonly touched surfaces with approved disinfection products. Refer to GLDD Disinfection Protocol.

Return to Work After Positive Test

1. Any employee who tests positive for COVID-19 and has experienced symptoms of the virus must meet the following conditions prior to returning to work:
 - At least 10 days have passed *since symptoms first appeared* **and**
 - At least 72 hours have passed *since last fever* without the use of fever-reducing medications **and**
 - At least 72 hours have passed since experiencing any symptoms (e.g., cough, shortness of breath)
2. Any employee who tests positive for COVID-19 but has NOT had any symptoms of the virus must meet the following conditions prior to returning to work:
 - At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.

NOTE: Current CDC guidance advises that for persons who remain asymptomatic following recovery from COVID-19, retesting during the first three months after the date of symptom onset is not necessary. However, situations may arise where individuals are required as part of GLDD screening protocol to take a test after completing the above protocol, prior to return to work onboard a vessel and within three months from the date of symptom onset. GLDD will consider approval of individuals in this situation to return to work on a case-by-case basis, upon consultation with a medical professional who confirms that the employee does not pose a risk of infection to others.

Return to Work After Quarantine

Any employee who was advised to quarantine by GLDD or a medical professional and does not develop symptoms or test positive may return to work 14 days from the last contact with the infected individual.

NOTE: All employees returning to work at any time must comply with all health screenings and mandatory testing prior to re-boarding a vessel or returning to a job site.

CHAPTER 7

ADDITIONAL RESOURCES

Bullseye

Documents and resources are routinely added to the “COVID-19” subfolder on the Safety section of Bullseye. Please refer to this resource for company-specific guidance and materials.

CDC and WHO Websites

For general information, utilize the Center for Disease Control (CDC) or World Health Organization (WHO) websites. Information is updated regularly.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html> <https://www.cdc.gov/quarantine/maritime/recommendations-for-ships.html> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

United States Coast Guard

Marine Safety Information Bulletins and precautionary practices regarding the COVID-19 pandemic can be accessed at <https://www.dco.uscg.mil/Featured-Content/Mariners/Marine-Safety-Information-Bulletins-MSIB/>.

Axiom

GLDD’s medical case management contractor, Axiom, can be a valuable resource during this time. Please contact Axiom at (877) 502-9466 for guidance if you are experiencing coronavirus symptoms.

Blue Cross Blue Shield

BCBS is responding to the coronavirus outbreak with additional resources for its customers. BCBS will cover all medically necessary testing for COVID-19 at no cost for all insured, Medicaid, and Medicare members. See <https://www.bcbs.com/coronavirus-updates> for further information.

BCBS provides a 24-hour nurse hotline for its customers at 800/299-0274. BCBS customers can also access Telehealth for virtual health visits, accessible by phone (888/676-4204), online (Mdlive.com\bcbsil.com), or text (BCBS 635-483).

EAP

Perspectives’ Employee Assistance Program is available to all GLDD employees and family members experiencing stress, anxiety, substance abuse or any other mental health concerns during this challenging time. Call (800) 456-6327 or email info@perspectivesltd.com.

GLDD CONTACTS

Safety Issues

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Labor Relations/HR Issues

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