



POLICY AND PROCEDURES

What is COVID-19 and what are the symptoms?

COVID-19 is a coronavirus, or infectious disease, which causes fever, tiredness and dry cough. Some patients may experience aches and pains, nasal congestion, runny nose, sore throat or diarrhea. The symptoms are usually mild and begin gradually. Some people become infected but do not develop any symptoms. Most people recover from the disease without needing special treatment, 80+%. Older people and those with underlying medical conditions are more likely to develop serious illness. Those with fever, cough and difficulty breathing should seek immediate medical attention.

How is COVID-19 spread?

The disease is spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs, sneezes or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. It is important to understand the virus can survive up to 3 days on surfaces, see item 2 in the following section. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out, sneezes or exhales droplets. It is important to stay at minimum 6' away from those who may be infected.

How to reduce the chances of being infected or spreading COVID-19:

1. Regularly and thoroughly wash hands with an alcohol-based hand rub or wash them with soap and water to kill potential viruses you may have been in contact with. Travel size hand sanitizers and spray dispensers are available in the conference room to all employees.
2. Regularly wipe surrounding surfaces with alcohol based sanitary wipes. This is applicable in the office but is most important when in public places and when utilizing public travel – hotels, offices, restaurants, airports, airplanes, taxis/ride share services, stores, etc. Sanitary wipes are available in the conference room to all employees. In addition, we will be spraying sanitizer on common surfaces throughout the office.
3. Maintain a minimum of 6' distance between yourself and anyone coughing or sneezing.
4. Avoid touching your eyes, nose and mouth.
5. Wearing eye protection (safety glasses/safety goggles) is recommended while in close contacts with others to deter you from rubbing your face and as a means of adding an extra layer of protection.
6. Good respiratory hygiene: covering your mouth and nose when coughing or sneezing then disinfecting yourself.
7. Stay home if you feel unwell. If you have a fever, cough and/or difficulty breathing, seek medical attention and call in advance.
8. Stay informed on the latest developments about COVID-19 nationally and in your area, and follow advice given by your healthcare provider, your employer, and national and local authorities.
9. Keep up to date on the latest COVID-19 hotspots.



Protective measures for those concerned about being infected:

1. Follow the guidelines above.
2. Notify the office immediately if you feel unwell or show symptoms, or if diagnosed with COVID-19.
3. Self-isolate by staying home if you begin to feel unwell or show symptoms. Avoid leaving your house unless necessary. Call the office to have essential items delivered to your door. Absence from the office is excused and is also mandatory in the event you feel unwell or show symptoms.
4. If you develop fever, cough and/or difficulty breathing, seek medical attention and call in advance.
5. Notify the office as well as your regional manager immediately if your symptoms cause you to be unable to complete work related tasks while isolated at home.
6. Notify the office as well as your regional manager immediately if any outside factors such as poor internet speed or poor mobile phone service impact your ability to execute our core services at the expected typical level.

If an employee of Moran Construction Consultants is confirmed to have contracted COVID-19, we will immediately notify all applicable clients and project teams of the infection for protective measures to be implemented.

Working remotely:

Each of our employees travels regularly in order to review remote project sites. We are very much experienced at working remotely while maintaining a high level of efficiency. If working remotely becomes necessary due to COVID-19, we are well positioned to do so while maintaining a high level of efficiency in execution of all core services as follows:

- Each employee is equipped with a laptop computer with access to our secure document filing system.
- Each employee is provided mobile phone service.
- Each employee has high speed internet service provided to their home. The company is prepared to fund the expenses of that service in the event an employee is self-isolated at home for an extended period.
- Each employee has access to and free use of our audio and video conference lines.
- The company maintains (4) video conference rooms at the home office available as needed for communication with self-isolated employees.



TRAVEL RESTRICTIONS & PROCEDURE

Restrictions to travel that would require implementation of the procedure below:

- Implementation of company policy prohibiting travel
- Inability to book flights due to flight cancellations related to COVID-19
- Quarantine in place at the specific area of a project site during a specific billing period
- Higher risk of exposure to employees due to location of a project being in or near a COVID-19 hotspot, causing immediate concern for individuals health and wellbeing

Procedure if travel is restricted due to a condition above or if a project site is shut down or otherwise inaccessible:

This procedure is specific to situations where travel is restricted and the distance to the project site limits the practicality or efficiency of car travel. This procedure shall be implemented on a specific project by project basis with internal approval required for each billing period. This procedure shall be considered our minimum requirements with regards to notifications and reporting. Specific client policies and procedures will take precedence over these when applicable.

1. Internal

- a. Approval by John and Glen is required prior to implementation of this procedure.
- b. Notify your regional manager immediately if you are given approval by John and Glen.

2. External

- a. Notify our client via email (documentation) that due to one of the above conditions, we are unable to complete a physical inspection this period at the subject property. Notify them that we are reaching out to the project team for assistance in providing additional photographic and narrative documentation of work completed during this specific billing period. This notification is specific to this billing period only. If future billing periods are similarly impacted, separate notice will be given for each individual billing period. **Follow up the email notification with a phone call to discuss the situation and procedure we are implementing.**
- b. Notify the project team via email (documentation) that due to the above conditions, and in order to expedite the funding process, we require assistance in receipt of the following documentation, which is in addition to typically required documentation:
 - i. Itemized narrative description of work completed this billing period
 - ii. At minimum 24 representative photographs of the work completed this period
 - iii. Video walk thru of the site at your direction, if possible

Follow up the email notification with a phone call to discuss the situation and procedure we are implementing.