



# **JOYCE & ASSOCIATES CONSTRUCTION, INC.**

*GENERAL CONTRACTORS*

3/18/20

## **COVID-19 Response Plan**

We greatly appreciate the trust you have placed in Joyce & Associates Construction Company as your construction partner. The protection of your project and all project personnel has always been our top priority as we work collectively to mitigate the impact of Coronavirus Disease 2019 (COVID-19). Although no business plan can assure the removal of all risk, Joyce & Associates is committed to working with our subcontractors to maintain strong processes and controls to minimize the risk of a significant disruption to your project.

The Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO) continue to closely monitor the emergence of COVID-19. The severity of the continued spread of this virus is still unknown, but there has been a dynamic and rapidly increasing government response at the local, state and federal levels over the past few days. Although the risks posed by the continued spread of COVID-19 are potentially significant and continuously evolving, our teams are incredibly talented at managing these types of difficult situations to protect your project's interests.

### **Safety and Protection of People and Project Sites Coronavirus Planning and Response Team**

We have established a COVID-19 Planning and Response Team to drive consistent and expeditious guidance to all our project teams across eastern North Carolina based on evolving requirements and recommendations issued by CDC, WHO, OSHA, and local, state and federal authorities.

### **Project Mitigation Plan**

- Communication-Compliance with this plan includes all subcontractors and suppliers.
- Post CDC COVID-19 posters around jobsite trailers and projects.
- Implement directives from the Planning and Response Team.

6994 HIGHWAY 70 BYPASS • P.O. BOX 190 • NEWPORT, NORTH CAROLINA 28570  
TELEPHONE (252) 223-3171 • FAX (252) 223-3455



# **JOYCE & ASSOCIATES CONSTRUCTION, INC.**

*GENERAL CONTRACTORS*

- Maintain timely communication with all project stakeholders.
- Heightened Hygiene Diligence
- Increase the number of handwashing and/or sanitizing stations on the jobsite.
- Utilize posters promoting the importance of handwashing as a primary defense against potential spread of the virus.
- Emphasize respiratory etiquette and refrain from handshaking.
- Increase professional cleaning staff to sanitize common areas on a more frequent basis.
- To the extent possible, maintain appropriate sanitizing supplies to allow for self-cleaning by employees of gathering spaces, conference rooms and workstations.
- To the extent possible, utilize cleaning products with EPA-approved disinfectant labels with claims against emerging viral pathogens. Follow the manufacturer's instructions for use of all cleaning and disinfection products.

## **On-Site Staffing**

- Actively encourage sick employees to stay home from work and seek appropriate medical care.
- Use videoconferencing for meetings when possible. When in-person meetings are necessary, limit attendance and duration, maximize spacing between participants, and hold the meetings outside (where feasible) or in open, well-ventilated spaces.
- Barring project-specific circumstances and/or a government-issued order, maintain adequate staffing to keep the project moving and meet contractual requirements. To the extent feasible and safe, however, employ social distancing measures such as staggered work shifts and permitting certain project team members to work from home.

## **Travel Considerations**

- International Travel
- No international business travel.
- No personal travel to CDC Level 3 countries.
- Business Travel



# **JOYCE & ASSOCIATES CONSTRUCTION, INC.**

*GENERAL CONTRACTORS*

- Effective immediately, all business travel via public transportation (planes, trains, subways, buses, etc.) and public ridesharing (e.g., Uber, Lyft) is prohibited. Automobile travel (if feasible) is preferred.
- Suspend until further notice all travel for events such as conferences, recruiting events and internal meetings.
- Commuting to Work (ride sharing is discouraged).
- Public transportation, including public ridesharing, is not to be used for commuting to and from work.
- Personal Travel
- We strongly discourage personal travel by public transportation or public ridesharing. If you choose to do so, you must notify your project manager ahead of your travel, and self-quarantine for 14 days after your travel prior to returning to work. Automobile travel is preferred.

## **Isolation Strategies**

- If you, someone you live with, or someone you have been in close, direct contact with is sick and exhibiting COVID-19 symptoms, do not come into work. Follow CDC guidelines, as they may evolve, to self-isolate for 14 days.
- If you, someone you live with or someone you have been in close, direct contact with has recently traveled to a CDC Level 3 country, do not come to work. Follow CDC guidelines, as they may evolve, to self-isolate for 14 days.
- To the extent possible, we have instructed our office and project sites to designate an “isolated” area in order to separate employees that become sick at work until the person can be properly transported off site to seek medical attention. Should the affected employees’ symptoms be severe, based on the company safety officers evaluation, Emergency Response Services (EMS) will be called.
- Take steps to limit the spread of respiratory secretions of a person who may have COVID-19.
- Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated.
- Following departure of isolated employee(s), allow the isolation room to remain vacant for at least two (2) hours, or such other period of time

6994 HIGHWAY 70 BYPASS • P.O. BOX 190 • NEWPORT, NORTH CAROLINA 28570  
TELEPHONE (252) 223-3171 • FAX (252) 223-3455



# **JOYCE & ASSOCIATES CONSTRUCTION, INC.**

*GENERAL CONTRACTORS*

recommended by federal, state or local authorities, before re-entering to clean and sterilize.

## **Response to a Positive COVID-19 Test**

- Any individual who was present on a Joyce & Associates project or at Joyce & Associates company office who is waiting for the results of a COVID-19 test is required to remain at home pending the results of the test.
- Any such individual who has tested positive for COVID-19 should immediately call the Joyce & Associates company COVID-19 Hotline at (252) 269-3796, David W. Lyons VP of Site Safety and Health.
- The Hotline operator is the Vice President for Safety and Health.
- While maintaining the individual's confidentiality, Joyce & Associates company informs the client, immediately stops work in the area, controls the situation, posts warnings and retains a qualified third-party to perform a cleaning of the area.
- Joyce & Associates Construction Company completes the Reporting COVID-19 Confirmed and Suspected Cases Survey for employees and an Incident Report for non-employees.
- Joyce & Associates Construction Company notifies the local public health agency, who will help identify the areas of the office or jobsite that should be closed.
- Joyce & Associates Construction Company informs and separates potentially impacted workers and provides specific project direction.
- Joyce & Associates Construction Company informs non-impacted workers.
- Joyce & Associates Construction Company informs trade partners.

## **Supply Chain Disruption Monitoring**

Over the past several weeks, Joyce & Associates Construction Company has been actively tracking the impact COVID-19 has had on the construction industry, specifically regarding the disruption of global supply chains. While we have seen some examples of how the quarantines and factory closures have affected material procurement, we have remained diligent in finding alternative materials and mitigating the overall impact on our projects.



# JOYCE & ASSOCIATES CONSTRUCTION, INC.

*GENERAL CONTRACTORS*

Joyce & Associates anticipates this critical trend to continue. As it does, we will increase interaction with our clients, trade partners, suppliers and vendors. Should an issue present itself on any of our projects, we will immediately communicate the potential impact to clients and work proactively and collectively to mitigate the situation.

## **Links to Additional Resources CDC - COVID-19 Updates**

[CDC - COVID-19 Prevention & Treatment](#)

[CDC - Coronavirus Disease 2019 \(COVID-19\) in the U.S. CDC - Global Map Confirmed COVID-19 Cases](#)

[CDC - Coronavirus Disease 2019 Information for Travel CDC - COVID-19 Videos](#)

[WHO - COVID-19 Rolling Updates WHO - COVID-19 Advice for the Public](#)

[WHO - Global Map Confirmed COVID-19 Cases WHO - COVID-19 Videos EPI-WIN - COVID-19 FAQs OSHA - COVID-19](#)

[OSHA - Guidance on Preparing Workplaces for COVID-19 CDC - What to Do If You Are Sick](#)

Sincerely,

David W. Lyons  
Vice President  
Field Operations/Safety & Health  
Joyce & Associates Construction, Inc.