



Anderson Brothers Construction Company  
COVID-19 Preparedness Plan

*Updated July 2nd, 2020*

## INTRODUCTION

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Anderson Brothers Construction is committed to providing a safe and healthy workplace for all our workers, customers, clients, guests and visitors. To ensure we have a safe and healthy workplace, Anderson Brothers has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Terry McFarlin, President/CEO, Mike Niemi, Vice President of Operations, Scott Mudgett, Vice President and Kaylene Madsen, Human Resource Director, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Anderson Brother's managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. Anderson Brothers is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: consistently communicating updates at the federal, state and local level, providing PPE for protection of our workers, and being open to feedback from employees to further protect our workforce.

Anderson Brother's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- i. ensuring sick workers stay home and prompt identification and isolation of sick persons;
- ii. social distancing – workers must be at least six-feet apart;
- iii. worker hygiene and source controls;
- iv. workplace building and ventilation protocol;
- v. workplace cleaning and disinfection protocol;
- vi. drop-off, pick-up and delivery practices and protocol; and
- vii. communications and training practices and protocol.

All employees are responsible for reading and complying with the protocols in this plan together with future changes, additions or deletions that may occur in future to Anderson Brother's COVID-19 Preparedness Plan.

**Certified by:**



**Kaylene Madsen**

**HR Director**

**07/02/2020**

i. ENSURE SICK WORKERS STAY HOME

<p style="text-align: center;"><b>HEALTH SCREENING</b></p> <p>a. All workers/employees <b>may be</b> asked to complete a health screening at the start of the workday, before entering any work site or office location. Anderson Brother’s will use Minnesota Department of Health (MDH)’s screening guide.</p> <p>b. The job site foreman is responsible for keeping a weekly log of the workers’ health screening. (If applicable)</p> <p>c. Foreman have the responsibly to ask each worker the following during a ‘verbal check’:</p> <ul style="list-style-type: none"><li>• “Has anything changed since you completed the health screening form?”</li><li>• If the answer is “no”, they may be cleared to work. If the answer is “yes”, you will be sent home.</li></ul> <p>*Please keep in mind that AB has not implemented health screenings on job sites, we will be diligently monitoring this situation and may change this policy.</p>	<p style="text-align: center;"><b>WATCH FOR SYMPTOMS</b></p> <p>a. If you or a member of your household are displaying symptoms of COVID-19, <b>DO NOT COME TO WORK. Contact your job site foreman to discuss next steps.</b></p> <p>b. Foreman should contact Kaylene Madsen, HR Director regarding the employee who is displaying symptoms. A protocol will be followed to gather additional information from the sick employee while ensuring privacy of the employee is not violated.</p> <p>c. Sick employees should follow the CDC guidelines and recommended steps. Employees should not return to work until symptoms subside and/or consulted with a healthcare provider.</p>
<p style="text-align: center;"><b>EXPOSURE TO COVID-19</b></p> <p>a. If you come in close contact with someone who has tested positive for COVID-19, <b>DO NOT COME TO WORK. Contact your job site foreman to discuss next steps.</b></p> <p>b. Job site foreman should contact Kaylene Madsen, HR Director regarding the employee who was exposed to COVID-19. A protocol will be followed to gather additional information from the exposed employee while ensuring privacy of the employee is not violated.</p> <p>c. To come in “close contact” of someone who has tested positive to COVID-19 is defined as being within approximately 6 feet for a prolonged period of time.</p> <ul style="list-style-type: none"><li>• AB will be handling each situation on a case-by-case basis. We will follow the CDC and MDH guidelines regarding each case.</li></ul>	<p style="text-align: center;"><b>POSITIVE DIAGNOSIS OF COVID-19</b></p> <p>a. If you or a family member test positive with COVID-19, <b>DO NOT COME TO WORK. Contact your job site foreman to discuss next steps.</b></p> <p>b. Job site foreman should contact Kaylene Madsen, HR Director regarding the employee who was exposed to COVID-19. A protocol will be followed to gather additional information from the exposed employee while ensuring privacy of the employee is not violated.</p> <p>c. AB will notify employees as well as any subcontractors, clients and/or others of the possible exposure at the job site while still maintaining privacy as required by the Americans with Disabilities Act (ADA).</p> <p>d. AB will follow the CDC’s guidelines on cleaning and disinfecting the work site or office.</p> <p>e. AB will follow the recommendations of OSHA and MSHA as it relates to any work sites shutdown due to exposure.</p>

**i. ENSURE SICK WORKERS STAY HOME**

<b>HIGH RISK WORKERS</b>	<b>LEAVE POLICIES</b>
<p><b>a.</b> Any employee who may be at a higher risk for severe illness and whom may need to take extra precautions is encouraged to contact Kaylene Madsen, HR Director to discuss ways to reduce their risk of exposure.</p>	<p><b>a.</b> Anderson Brothers complies with all federal, state and local leave policies. This includes Families First Coronavirus Response Act (FFCRA), Emergency Family Medical Leave Act (EFMLA) and Family Medical Leave Act (FMLA).</p> <p><b>b.</b> Employee medical information and any medical leave will be kept confidential. Questions regarding medical leave should be directed to Kaylene Madsen, HR Director.</p> <p><b>c.</b> See Appendix of this document for additional information on Employee Rights related to the FFCRA.</p>

ii. SOCIAL DISTANCING

JOB SITES	ALL WORK SITES INCLUDING OFFICES
<ul style="list-style-type: none"><li><b>a.</b> Avoid physical contact with others and maintain a distance at least 6 feet from customers and other individuals, whenever possible.</li><li><b>b.</b> Work site breaks and shifts should be staggered to reduce the number of workers on site whenever possible.</li><li><b>c.</b> All meetings should be conducted outdoors with social distancing on a jobsite or via online conferencing if possible. If in-person meetings are necessary, face mask are recommended.</li><li><b>d.</b> Maximum capacity limits to allow for social distancing must be established in the job trailers. If not feasible, face mask are recommended.</li><li><b>e.</b> Breaks should be taken in your vehicle or outside with social distancing protocol being followed.</li></ul>	<ul style="list-style-type: none"><li><b>a.</b> Social distancing and limited worker face to face interaction will be implemented whenever possible at all Anderson Brothers job sites and office locations.</li><li><b>b.</b> Social distancing protocols will apply to interactions with customers, subcontractors, and other partners.</li><li><b>c.</b> Any office staff that can work from home can do so under their own discretion.</li><li><b>d.</b> Employees must maintain physical distancing of at least 6 feet of others if possible. If physical distancing is not possible, face masks are recommended.</li><li><b>e.</b> Employees should minimize contact with other workers whenever possible in indoor settings.</li><li><b>f.</b> Ridesharing policies have been put in place and employee should continue to follow those until further notice. Please see appendix for ridesharing policy.</li></ul>

### iii. WORKER HYGIENE AND SOURCE CONTROLS

#### PERSONAL HYGIENE & HOUSEKEEPING PRACTICES

- a. All employees are encouraged to follow the CDC recommendations for personal hygiene and prevention.
- b. Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food. Use hand sanitizer if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- c. Soap and water are the best option, especially if your hands are visibly dirty.
- d. Avoid touching your eyes, nose, and mouth with unwashed hands. Cover your mouth and nose when you cough or sneeze.
- e. Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can and immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
- f. Avoid sharing personal items.
- g. Clean and disinfect all “high-touch” surfaces such as workstations, keyboards, phones, doorknobs, handrails, tools, etc. frequently.
- h. Hand sanitizer, face mask and wipes have been and will continue to be provided in the office and at the shop. If you need refills of any of the following items, please contact Loren Ritter or Elijah Fairchild to gather these items which will be placed outside.
- i. Self-monitor yourself for signs and symptoms of COVID-19 if you suspect possible exposure.

**STAY HOME IF YOU ARE SICK. DO NOT COME TO WORK.** Contact your job site foreman to discuss next steps.

#### WORKPLACE PROTECTIONS & CONTROLS

- a. Anderson Brothers office has been and will continue to limit visitors to the office and shop.
- b. Avoid using other employees’ tools and equipment when possible. If there is no other alternative, disinfect before and after each use.
- c. Proper PPE must always be worn.
- d. Cloth face masks (*if used*) should be laundered daily. Employees are encouraged to maintain additional cloth mask with them to minimize cross-exposure in between work areas or work sites. AB has extra cloth face masks if you need any.

iv. WORKPLACE BUILDING AND VENTILATION PROTOCOL

ASSESSMENT OF STATUS AND CAPACITIES OF EXISTING FACILITIES

- a. Anderson Brothers maintains a relationship with licensed HVAC professionals to ensure proper ventilation is maintained.
- b. Filters are replaced, as necessary.
- c. Routine inspections are conducted to ensure all equipment is working properly and appropriate ventilation is maintained.

v. WORKSITE CLEANING AND DISINFECTION PROTOCOLS

JOB SITES	OFFICES
<ul style="list-style-type: none"><li>a. Work vehicles will be disinfected in between the use of each worker or work-crew, before and after each use.</li><li>b. Employees should avoid sharing tools, devices, and equipment. Workers must sanitize shared tools, devices, and equipment in between users.</li><li>c. All shared spaces such as high touch items in job trailers, doorknobs, light switches, keyboards, etc. must be cleaned at the close of every day. A bleach and water solution should be used for all items it is safe for.</li></ul>	<ul style="list-style-type: none"><li>a. All restrooms including; toilets, urinals, sinks, faucets, handles, knobs, mirrors, soap dispensers, towel dispensers, shelves and garbage can tops and floors and common areas such as the lobby, conference rooms and breakrooms, entrances, mail room, countertops, door handles, tables and chair arms, handles on office doors are sanitized daily and again once a week by Anderson Brothers contracted cleaning service. Approved disinfectants and cleaning agents will be used.</li><li>b. Frequently touched objects &amp; surfaces in employees offices and work areas should be cleaned daily by individuals.</li><li>c. Kaylene Madsen, HR Director will be responsible for managing the inventory of supplies.</li></ul>
<p style="text-align: center;"><b>COVID-19 DIAGNOSIS</b></p> <ul style="list-style-type: none"><li>a. If an employee, customer, subcontractor, or anyone else who has been to a job site or office location becomes ill, Anderson Brothers will implement immediate cleaning and disinfecting of the location following the CDC's Cleaning and Disinfecting Your Facility guidelines.</li><li>b. Anderson Brothers will use products that meet EPA's criteria for use against COVID-19 and ensure the safety of those conducting the cleaning by reviewing product labels and safety data sheets, follow manufacturer specifications and use required PPE for the product(s).</li></ul>	

vi. DROP-OFF, PICK-UP AND DELIVERY PRACTICES AND PROTOCOL

JOB SITES	ALL WORK SITES INCLUDING OFFICES
<ul style="list-style-type: none"><li><b>a.</b> Job sites/shop must provide for contactless deliveries that promote for delivery at the gate or doorstep where persons maintain a distance of at least 6 feet apart to the extent that it is possible. If physical distancing is not possible, face masks are recommended.</li><li><b>b.</b> Shop policies are still in effect. If you need anything from the shop, you are required to call the proper personnel to retrieve these items. They will place them outside for you to pick up. Please refrain from going into the shop bays. Any employees who do not follow this policy, will be written up and if continued, further disciplinary action will be taken. See appendix for shop policy.</li></ul>	<ul style="list-style-type: none"><li><b>a.</b> Whenever possible, attempt to do everything electronically.</li><li><b>b.</b> Anderson Brother office is still limiting visitors until further notice.</li><li><b>c.</b> All supplies ordered and delivered should be done quickly and contact-less.</li></ul>

vii. COMMUNICATION AND TRAINING PRACTICES AND PROTOCOL

COMMUNICATIONS AND TRAINING

- a. Anderson Brothers COVID-19 Preparedness Plan will be posted at all job sites (if applicable), shop and office.
- b. Anderson Brothers COVID-19 Preparedness Plan will be distributed to all employees via email.
- c. Posters, signs, guides and other instructions related to COVID-19 protection, as well as employee rights and leave information will be displayed at all job sites (if applicable), shop and office.
- d. Electronic means will be used for ongoing communication and training whenever possible.
- e. Toolbox talks will be utilized for communication and training as needed for field employees.
- f. Communication templates have been developed for use when notifications of exposure may be necessary for employees, customers, subcontractors or others. Any information related to possible exposure will be kept confidential. **Contact Kaylene Madsen, HR Director if possible exposure has occurred.**
- g. All employees will be trained on the use of personal protective equipment to perform their job.
- h. All employees must ensure they comply with the established safety rules and practices related to the prevention of COVID-19.
- i. Information changes rapidly and the situation with COVID-19 continues to evolve. Anderson Brothers will update protocols and protections as necessary and applicable to our industry to protect our employees, customers and partners.

## CONTACT LIST

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If you have any questions regarding this guide or protocols, please contact any of the following individuals.

**Terry McFarlin**  
President & CEO  
218-822-4877  
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## APPENDIX

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- i. Families First Coronavirus Response Act (FFCRA)
- ii. Ridesharing Policy
- iii. Shop Policies



Anderson Brothers Construction Company of Brainerd, LLC  
11325 State Highway 210  
Brainerd, MN 56401  
218-829-1768 • Fax 218-829-7607

## **Memo: Updated Policies and Procedures**

Date: 04/30/2020  
To: All employees

Effective immediately until further notice,

- ❖ Ridesharing is allowed with the following restrictions
  - Standard Cab Truck – 2 people per truck maximum
  - Crew Cab Truck – 4 people per truck maximum

If you feel uncomfortable ridesharing under these restrictions, please communicate that with your foreman/crew and it is your responsibility to get to and from the job site.

Remember, everyone has critical role to play in ensuring that every employee stays safe and healthy!

Please contact Kaylene Madsen, HR Director with any questions or concerns.



Anderson Brothers Construction Company of Brainerd, LLC  
11325 State Highway 210  
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## **Memo: Shop Policies and Procedures**

Date: 04/14/2020  
To: All employees

Due to the current situation in respect's to COVID-19, our normal start up routine will be altered to better reflect policies and procedures from the experts. In this time, more than ever, we will need to be planning ahead to have a successful construction season.

- ❖ To limit foot traffic through the shop, foremen should be thinking ahead and making a startup list (lutes, shovels, paint, string line, etc.) and supplying that to your superintendent or division manager; from there we will get the items put together and either placed in the back of your assigned pickup or in the breezeway located behind the shop. Once we have started, please call ahead of time and we will get your items put aside for you.
- ❖ Regarding repair slips, there will be two mailboxes outside the main entrance of the shop to place the slips in. There will be limited in-person access to shop personnel. Keep your repair request thorough and leave a contact number in case of questions. Phone lines will still be open to Eli, Loren and myself (Josh) and don't hesitate to call, text or email.
- ❖ This is uncharted territory for all of us and I understand there will be some frustration. If you think of something that could be done more efficient/effective, please reach out to a member of management and we will investigate it further.

Please respect all the policies that are going into place, everyone has critical role to play in ensuring that every employee stays safe and healthy!

Joshua Hahn  
Equipment Director  
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