



***Your SAFETY is  
Our first PRIORITY!***

## **UPDATED COVID-19 RESPONSE PLAN (OFFICE & FIELD)**

### **ALL PRECAUTIONS IN EFFECT UNTIL FURTHER NOTICE (SUBJECT TO CHANGE)**

At MCC, Inc. our first priority is always the health and safety of our employees, families, and guests. With that in mind, we are conscious of the situation surrounding COVID-19 (Coronavirus) and want to keep you informed on the continued preventative measures MCC, Inc. is taking to decrease the spread and lower the impact in the workplace, as well as, provide guidance outside of the work environment.

COVID-19 is a contagious virus. The most common symptoms of COVID-19 are fever, cough, and difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. Symptoms may appear **1-14 days after exposure**: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

### **IF YOU OR ANYONE IN YOUR HOUSEHOLD IS SICK PLEASE STAY HOME.**

MCC, Inc. has updated the following guidelines in regards to COVID-19:

- Employees who have recently traveled or plan to travel must call H.R. to verify if they need to self-quarantine.
- Employees that choose to continue to self-quarantine will be required to provide supporting documentation from their health care professional.
- Any employee exhibiting symptoms or in direct contact with a confirmed case of COVID-19 must contact H.R. to determine possible self-quarantine requirements.
- Any employee that is reporting to work is responsible for cleaning their work environment daily. Each location must designate an individual or team to share the frequent cleaning of commonly used areas. Please speak with your manager if you are in need of additional supplies.
- It is recommended employees monitor their body temperature and perform a self-temperature / regular body temperature check prior to reporting to work.
- All non-essential business meetings and travel (on or off site) will be limited until further notice. Visitors to any MCC, Inc. location will be by appointment only.
- Please discuss business needs with your manager. Any of the above activities should be held via other methods (phone or video conference) whenever possible. If not possible any in person meeting will be conducted adhering to social distancing procedures.
- Deliveries to ALL MCC, Inc. locations will be limited to materials essential to business operations or emergency maintenance and will be scheduled by MCC, Inc. Leadership. At no time will delivery personnel enter MCC, Inc. locations without prior approval.
- Social distancing, in accordance with CDC guidelines, will be followed by all employees of MCC, Inc. and will be practiced during all job site inspections. Precautionary measures will be taken in the handling of any documents. Inspections of the interior of trailers or buildings will not be conducted at this time.
- Frequently contacted areas (i.e. door handles, printer buttons) will be marked with blue tape & cleaned / sanitized frequently throughout the workday.
- All MCC, Inc. employees will practice a rotation of shared spaces (i.e. breakrooms, bathrooms, lunchrooms, company equipment) and sanitize between rotations.
- A Job Function Test will not be required upon returning to work, if you contract or experience symptoms of the COVID-19 virus or if you are requested by MCC, Inc. management to stay home.

Again, we appreciate your vigilance and helping us protect our employees, guests, and the community. The leadership team at MCC, Inc. will continue to keep you up to date with any changes on guidance.

Please contact Human Resources with questions or for clarification: Nicki (920) 378-1125, Kelly (920) 378-4655

**Thank You – MCC, Inc. Leadership**