

# MWAA

# MARCH 18, 2020

## COVID-19 FLEXIBLE WORK PLAN

Dulles Rail Yard & Maintenance Facility -

The staff at the Dulles Rail Yard is fully committed to ensure the Project Schedule is maintained while keeping our craft and staff as safe as possible. Our goal is to implement safety protocols that will reduce the exposure of COVID-19 to our staff and craft as well as employees of our client and trade partners.

Effective immediately, all work areas will be cleaned of any clutter and excess materials will be removed from the project. This will allow each area to be thoroughly cleaned. Each day a Hensel Phelps cleaning crew will sanitize the office area and doors leading into the building. Every visitor and employee will wash their hands after they have entered the building and before they come into the office. A third-party cleaning crew has also been retained to deep clean the office in the afternoons.

The 6:30 staff meeting will be held via Skype and call in conference. Typical items will be discussed during the meeting. Each team member will communicate the top items that they will be working on for the day and to review activities completed the prior day. Additionally, project meetings, including meetings with the client and trade partners will be held virtually to the fullest extent possible. If face to face meetings are necessary Hensel Phelps will follow CDC guidelines which suggest no meetings larger than 10 people.

To minimize exposure to the staff a telecommuting schedule has being developed. The office as well as the field will be rotated to ensure the project is properly supported. Due to the nature of the remaining field activities, such as testing and Cx, there will always need to be office support onsite. Therefore, the office team will be on a rotation limiting the number of office staff to the number of enclosed offices available or no more than 4 at any time. The field staff will be limited to only those needed to maintain safety and to perform the remaining testing/commissioning, punch list and owner directed changes. The primary goal is to manage the staff in such a way as to avoid having two staff working in the same areas on site at any time.

The existing bull pen area will be scheduled to have one field team member working at a time. A two (2) hour time allotment will be granted to that team member to come in and print out or download materials. When that employee is finished with their work in the bullpen area that employee will completely wipe the area and all items used down with disinfectant.

The site has already made soap and sinks available with hot water for handwashing. The main door to the building has been propped open so personnel do not have to continually touch and open the door. The port-a-johns handles will be sprayed with disinfectant and wiped down a few times per day.

Jamie Adams

Project Manager