

March 17, 2020

Dear Industry Partner:

As the novel coronavirus continues to spread around the United States, we must all take action to attempt to slow the spread of this virus—for the safety and well-being of everyone’s team members and families and our communities at large. It is in our best interest to take steps to attempt to prevent disruption to our construction projects associated with the coronavirus until circumstances change or government authorities give additional directives. At this time, our job sites will remain active and working. We will communicate all changes to this plan as quickly as we are able if they change.

We want to share with you the following information and policies that we have instituted with respect to the coronavirus, which apply to our Industry Partners:

### **CDC Guidance to Employers**

- We expect that your company will follow the most up-to-date *Guidance for Businesses and Employers* provided by the Centers for Disease Control and Prevention (CDC). More detail can be obtained on the CDC’s website, <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.
  - As of the date of this memorandum, the CDC’s *Guidance for Businesses and Employers* recommends the following to employers (Note that the following does not provide all details – please refer to the CDC website listed above):
    - Actively encourage sick employees to stay home
    - Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.
    - Emphasize respiratory etiquette and hand-hygiene by all employees.
      - Wash hands often with soap and water for at least 20 seconds.
      - This often means before and after eating, before and after using the restroom, and after close contact with others or sharing tools/materials.
      - When an employee removes his/her gloves, his/her hands could be contaminated – wash them.
      - Avoid touching eyes, nose, and mouth.
      - All of our projects and offices are “handshake free.”
      - Cover cough/sneeze with a tissue and then throw the tissue in the trash. (If no tissue is available, consider other options – elbow, handkerchief, rag). Immediately wash hands.
    - Perform routine environmental cleaning
      - Clean and disinfect frequently-touched objects and surfaces.
      - If surfaces are dirty, they should be cleaned using soap and water prior to disinfection.
      - Not all disinfectant options work the same. Always read the instructions on how long it will take to disinfect the surfaces for viruses. Note: Some products require multiple minutes of wet time to be effective at disinfection.
      - A person disinfecting should be sure to protect himself/herself with rubber gloves.
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- **What should be disinfected in offices?**  
Door knobs, chairs and arm rests, tables and desks, restroom surfaces, stair railings, common-area surfaces and handles, CPU keyboards and mouse, copiers, phone, tablets, staplers, pens, and highlighters.
- **What should be disinfected in the field?**
  - Eliminate “shared” PPE (face shields, mono-goggles, welding hoods, chainsaw shaps). Disinfect them and give each team member their own).
  - Respirators must be cleaned daily and never shared without completely disinfecting).
  - Shared tools and equipment – vacuums, drills, porta bands, circular saws, wrenches, radios, air monitors, tablets, etc.
  - Equipment/Trucks/Vehicles – steering wheel, operating levers/knobs, touch screens, grab rails, seat components, CB radios, etc.
  - Treat shared items like you would at a gym. Disinfect after each use.
  - Employees should keep their gloves on to avoid direct contact with potential contaminated surfaces, and when the gloves are removed, employees should then wash their hands.
- o Advise employees before traveling to take certain steps (see CDC website for further detail).

### **Travel, Sick Employees, and Access to Our Project Sites**

- Employees at your company who have been to a restricted area listed on the CDC watch/alert list are not permitted at the project site or office for 14 days from the date they departed from that location.
- If any employee at your company had close contact with anyone who has been to a restricted area listed on the CDC watch/alert list, he or she is not permitted at a jobsite or office until the traveler has been symptom-free for 14 days from the date he or she travelled.
- If any employee of yours has experienced symptoms of coronavirus, including fever, cough, or difficulty breathing, he or she is not permitted to return to a jobsite or office until he or she shows no signs of illness or fever (without the use of a fever-reducing medicine) for 24 hours.
- Immediately notify your project point of contact if any of your employees has tested positive for coronavirus. Any such person is not permitted at one of our jobsites or offices until authorized in writing by your project point of contact.
- Immediately notify your project point of contact if any of your employees has had close contact with an individual who has a confirmed positive test for coronavirus. Any such person is not permitted at one of our jobsites or offices until authorized in writing by your project point of contact.

### **Meetings**

#### On-Site Project Site Meetings:

Individuals should spread out and work to maintain a 6-foot social distance between other team members. Project site meetings should be held outside when possible. If individuals must meet near one another, they should practice good hygiene and handwashing to avoid spreading germs.

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**Non-Essential Office Meetings Between Our Project Team and Industry Partners:**

These meetings should not include any in-person gatherings and must be conducted using conference calls, web meetings, or video conferencing.

**Essential Office Meetings Between Our Project Team and Industry Partners:**

We ask that these meetings be done by conference call, web meeting, or video conferencing instead of in-person meetings whenever possible. All office meetings must follow the CDC hygiene protocol including social distancing and sanitization recommendations.

**What is an essential meeting or event?**

An essential meeting is a meeting in which we cannot achieve the intended business objectives unless we meet in-person. If you have questions about determining if a meeting is essential or not, please contact your project point of contact.

**Notice of Delays**

If you believe you have experienced a delay associated with coronavirus, such as supply-chain disruptions or an impairment of labor forces, notify your project point of contact in writing, following the terms of the subcontract agreement for notice provisions and timelines.

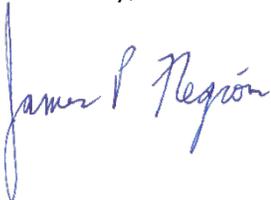
**Financial/Cyber-Security**

Unfortunately, the current coronavirus issues are being exploited by cybercriminals. We have stringent policies in place regarding the change of payment or delivery instructions for vendors. Among other things, we will never change vendor payment or delivery instructions by email, text message, or phone.

**Summary**

This is a unique and dynamic situation that has been changing quickly. We will continue monitoring this situation and following the guidance from national, State, and local governments, including the CDC, for the sake of everyone's health and well-being. Thank you for being a valued Industry Partner and for doing your part to ensure that our projects promote a healthy and safe workplace.

Sincerely,



James P. Negron  
President

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