

April 10, 2020

Dear Industry Partner:

Thank you for your partnership as we navigate through the coronavirus (COVID-19) pandemic.

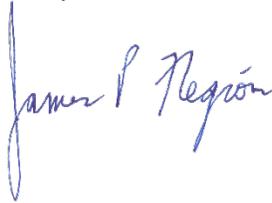
Please note that the Ohio Department of Health has provided updated direction specifically with respect to 6-foot spacing protections. That direction is as follows: When there are tasks that require employees to perform jobs or tasks that would put them closer than 6 feet, they can perform those tasks with face coverings that are not medical grade PPE. All employees are to maintain social distancing at all other times, wash hands, and follow all other guidance as provided through the Governor's COVID-19 Orders.

The implementation and adherence of these safety protocols are the responsibility of each of our Industry Partners on our projects, as are all other aspects of each Industry Partner's worker safety. These safety protocols may be updated from time to time, and in accordance with other guidelines and Orders.

If you have any questions, please contact your CK project point of contact.

Thank you for your efforts in helping us all prevent the spread of this virus.

Sincerely,



Jim Negron
President
Corna Kokosing Construction Company

March 30, 2020

Dear Industry Partner:

Thank you for your partnership as we navigate through the coronavirus (COVID-19) pandemic. On March 22, 2020, the Director of the Ohio Department of Health issued a Stay at Home Order (Order) to further prevent the spread of coronavirus in Ohio. The Order is in effect from 11:59 pm on March 23, 2020 through 11:59 pm on April 6, 2020, unless rescinded or modified.

The Order notes several exemptions, including an exemption in Part 9, providing for the continuation of most construction as Essential Infrastructure. The Order authorizes individuals to leave their residence to perform work to offer, provide, operate, maintain and repair Essential Infrastructure.

To help prevent the spread of coronavirus, the Order requires businesses and employers who work on such projects to take proactive measures, including:

- Complying with social distancing requirements outlined in Part 15 of the Order. ***The Governor's office has made it clear that this includes "maintaining at least 6-foot social distancing from other individuals" on construction projects. The Governor's office has also made it clear that if you are unable to meet the expectations of the Order for a certain work task, that task will not be able to continue.***
- Complying with the coronavirus checklist outlined in Part 18

Trade Partners on Corna Kokosing's projects must:

- Designate a Workplace Coordinator (which can be a current staff member) who will be responsible for coronavirus issues and their impact at the workplace for each of Corna Kokosing's projects.
 - Comply with the Centers for Disease Control (CDC) Interim Guidance for Businesses and Employer to Plan and Respond to Coronavirus 19 (COVID-19), dated 3/21/2020 or most recent version.
 - Comply with the Occupational Safety and Health Administration (OSHA) Guidance for Preparing Workplaces for COVID-19, "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2," OSHA 3990-03 2020.
 - Implement a protocol for testing and ensuring that employees are healthy when arriving on the jobsite. This protocol shall include, but not be limited to, asking appropriate questions concerning employee health. Any employee with a temperature of 100.4 degrees Fahrenheit or greater must be told to stay home or, if already at the jobsite, sent home and encouraged to contact his/her health provider.
-

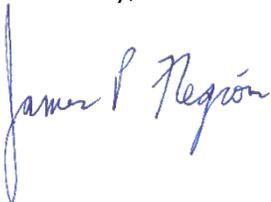
- If an employee of an Industry Partner is suspected of having, or is diagnosed with, coronavirus, the Industry Partner must immediately isolate the employee to a location away from other workers and report this incident to your Corna Kokosing project point of contact. Other employees who had direct contact with the individual must be quarantined from the Project per the CDC or ODH recommended protocols. The Industry Partner must cooperate and respond to Corna Kokosing information requests regarding the incident.
- Conduct all project meetings, including Progress Meetings, remotely. If an on-site meeting is mandated due to on-site circumstances, it should be in open-air environments of less than 10 individuals, with appropriate social distancing.
- Provide hand washing stations for all project sites that do not have running water. Individuals need to follow appropriate CDC protocols for hand washing.
- Conduct daily cleaning of project trailers and washroom facilities (temporary or permanent).
- Conduct daily cleaning of tools and equipment.
- Institute a mandatory glove policy to limit transfer and/or sharing among employees.
- Stagger start and end times to allow Projects to proceed and allow more space between workers to comply with Social Distancing requirements in the Order.
- Document compliance with the safety protocols.

The implementation and adherence of these safety protocols are the responsibility of each of our Trade Partners, as are all other aspects of each Trade Partner's worker safety. These safety protocols may be updated from time to time, and in accordance with other guidelines and Orders.

If you have any questions, please contact your Corna Kokosing project point of contact.

Thank you for your efforts in helping us all prevent the spread of this virus.

Sincerely,



Jim Negron
President
Corna Kokosing Construction Company

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.
-

- **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.

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.

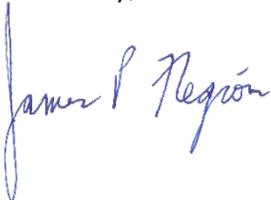
Financial/Cyber-Security

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,



Jim Negron
President
Corna Kokosing Construction Company
