

## **COVID-19 Memo**

**Monday March 23, 2020**

COVID-19 (CV) is a global outbreak that has put our world in an unprecedented situation, and it has revealed that we, as citizens of the world, are connected in ways that we did not fully comprehend in the past. These circumstances require us to address the situation thoughtfully, responsibly, and with transparency.

I personally want to assure you that the senior leadership of Delta Fire, Inc. is closely monitoring the COVID-19 situation worldwide and specifically in our state of Oregon as it pertains to our employees, clients, and business. We are builders, and through both the good and the challenging times want to continue to conduct quality work that we can all be proud of delivering to our customers.

As of today, Oregon Governor Kate Brown has issued the latest executive order designed to stop the spread of COVID 19.

Summary of the executive order follows:

- All non-essential social and recreational gatherings of individuals are prohibited immediately, regardless of size, if a distance of at least six feet between individuals cannot be maintained. Gatherings of members of the same residential household are permitted.
- It closes and prohibits shopping at specific categories of retail businesses, for which close personal contact is difficult to avoid, such as arcades, barber shops, hair salons, gyms and fitness studios, skating rinks, theaters, and yoga studios.
- It requires businesses not closed by the order to implement social distancing policies in order to remain open and requires workplaces to implement teleworking and work-at-home options when possible.
- It directs Oregonians to stay home whenever possible, while permitting activities outside the home when social distance is maintained.
- It closes playgrounds, sports courts, and skate parks, among other types of outdoor recreation facilities. Those that remain open are required to strictly adhere to social distancing guidelines.
- It outlines new guidelines for childcare facilities, setting limits and rules on amounts of children allowed in care, and outlining that childcare groups may not change participants.
- Failure to comply with the order will be considered an immediate danger to public health and subject to a Class C misdemeanor.

We have learned that good hygiene and social distancing are keys to slowing the spread of the virus, so please take precautions to reduce the spread of any contagious illnesses. Please inform us if you have had CV-like symptoms, have recently traveled to a CV-affected area (as

designated by the CDC), have come in contact with a person who has CV or has tested positive for CV.

We actively encourage our teams to:

- Frequently wash hands, use hand sanitizer, and avoid touching your face.
- Try to remain at least six feet away from others and refrain from touching or shaking hands.
- Promote hygienic coughing and sneezing etiquette. The CDC has great resources [available here](#).
- Remain home if you have flu-like symptoms such as fever, cough, or vomiting, and do not return to work until you have been symptom-free for at least 24 hours without the use of medication.

#### **Specific Job Site Procedures:**

- As of now, all job sites will remain open.
- Please take precautions with Social Distancing and maintain a hygienic workplace.
- Take breaks and lunch in shifts to reduce the size of groups.
- Wipe down and sanitize all common areas and tools that are shared before and after each use.
- Restrict visitors on all jobsites
- All jobsites will designate a person to perform the function of Social Distancing Officer to oversee and enforce social distancing requirements

#### **Work at Home Policy**

- Effective Monday March 23, 2020, all team members that can work from home shall do so until further notice.
- All employees are required to receive approval from the senior management team to visit the office and shop facilities.

We do believe that we must respond to the COVID-19 outbreak seriously and will continue to adjust our stance as the demands of protecting our community from the spread of the virus change. I am an optimist at heart and know that we can and will all make the necessary short-term adjustments in our daily lives to overcome this challenge.

Sincerely,

*Steve Cartales*

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