

**COVID-19 Memo****April 2, 2020**

We want to provide you with an update on the actions we are taking in response to the Coronavirus (COVID-19). As you are likely aware, Coronavirus disease (COVID-19) is an infectious disease caused by a new virus. The disease causes respiratory illness (like the flu) with symptoms such as a cough, fever, and in more severe cases, difficulty breathing.

It is possible that much misinformation is being spread on job sites from a variety of sources. We know that this can lead to anxiety. Because this is a very fluid situation, it is important we stay informed. We want all employees to have access to the latest recommendations and guidelines. All the measures we have taken to date and may take in the future are recommended and/or mandated by the Centers for Disease Control and Prevention (CDC) and The Oregon Health Authority (OHA). We are also obligated to our client's protocols which may be more stringent.

Please visit these websites for more detailed information:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://govstatus.egov.com/OR-OHA-COVID-19>

Both websites can provide you with the tools needed to slow the spread of this disease at home and in the workplace. Contact your supervisor if you have any questions or concerns.

We have already put the following actions in place companywide:

**General**

- Frequently wash hands, use hand sanitizer, and avoid touching your face.
- Social Distancing; remain at least six feet away from others.
- Promote hygienic coughing and sneezing etiquette.
- Remain home if you have flu-like symptoms.

**Specific Job Site Procedures**

- 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.
- Restrict visitors on all jobsites
- All jobsites will designate a person to perform the function of Social Distancing Officer.

**Work at Home Policy**

- All team members that can work at 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.

It will take everybody's fullest effort to slow the spread of this disease, but I am sure that together we will prevail.

Sincerely,

*Steve Cartales*

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