

March 17, 2020

**RE: Notice to Project Teams – Coronavirus (COVID-19) Prevention and Guidelines**

All Project Stakeholders (Owner, Design Team, Lydig employees, Subcontractors, Suppliers, Visitors)

We are all aware of the ongoing Coronavirus (COVID-19) pandemic and due to the seriousness of this disease and its current existence in our region, Lydig believes it is very important to share our safety protocol and guidelines to ensure all project team members, visitors and worksites are kept safe. Every Lydig project will follow the guidelines below. These guidelines will also be followed at Lydig offices. We ask that in your position as a Project Stakeholder, you ensure that each member of your team, sub tiers and consultants all adhere to the Prevention Requirements outlined below.

**Prevention**

1. All employees and visitors to the site are required to follow the guidelines for individuals issued by the CDC to help control the spread of the disease:
  - Stay home if you are sick.
  - Wash your hands often
  - Do not touch your face with unwashed hands
  - Cover your coughs and sneezes.
2. Every project will post the attached CDC posters in each jobsite trailer and on message boards to increase awareness of what individuals should be doing in order to help minimize the spread.
3. Disinfecting wipes will be made available on site in each jobsite trailer with instructions to wipe down workstations, breakrooms and tools on a regular basis.
4. Hand washing stations and hand sanitizer will be available onsite.
5. All people entering the project site each day (Lydig personnel, subs, suppliers, vendors, visitors, deliveries, etc.) must sign in and out using the attached form.
6. The CDC currently recommends that we conduct regular health screening for employees upon arrival each day. During stretch & Flex we will ask that anyone with symptoms (fever, problems breathing, and coughing) report to the Superintendent immediately and go home if they have symptoms. Visitors will be asked these questions when they sign into the project.
7. Project teams are to follow best practices for social distancing as outlined by the CDC. We realize that complying with these guidelines will require that we re-imagine how we do some work activities and be flexible. This will also likely result in challenges to meeting productivity goals. The safety of our workforce must be the priority. We will ask Lydig and subcontractors to provide workplans that satisfy the following guidelines:
  - Spacing workers at the worksite;
  - Staggering work schedules

- All break areas must accommodate distancing with regular disinfection of all eating surfaces;
- Eliminate large work-related gatherings (e.g., staff meetings, foreman meetings, etc). Conduct Skype Meetings and conference calls for all Foremen and Owner, Architect, Contractor meetings.
- All gatherings, at any time shall be less than 50 (fifty) people.
- Postpone non-essential work travel
- Postpone large project tours and gatherings
- Encourage staff and workers to remote work if practical

### **In the event of a confirmed case of an individual that worked at or visited the site**

1. Notify one of the following individuals from Lydig:
  - Western Washington: Andy Johnson, Craig Greene, Matt Bridgewater, Scott Janney or Steve Brennan
  - Eastern Washington: Joe Williams, Brian Singer, Marty Barth, Marissa Bill, Paul Moorman or Steve Brennan
2. Work is to be immediately suspended and all employees are to return home
3. Notify the Owner
4. Every employee of Lydig and workers engaged on site for the last 2 weeks that may have come into contact with the individual will complete an assessment of their risk factors as outlined by the CDC. A copy of that assessment is attached. Please reference the below links to access the CDC's Guidance for Risk Assessment and Public Health Management of Persons with Potential COVID-19 Exposures:

[COVID-19 Website](#)  
[Public Health Management Decision Making](#)

5. The assessments will be reviewed with the workers and Lydig's HR department to maintain confidentiality. Workers and staff will be required to follow the CDC recommended course of action based on this assessment. This could result in identifying some workers that will need to remain home for up to 14 days and/or get tested themselves.
6. All site facilities will be sanitized by a competent cleaning company
7. After worker assessments have occurred and the site facilities have been sanitized, Lydig will communicate with the owner and together determine if it is prudent to re-open the project site.

We ask that all project stakeholders communicate and reiterate these best practices to their team members and support these efforts.

The COVID-19 pandemic is unprecedented and health professional and governmental guidance and directives have been and are anticipated to continue being very fluid. Lydig has worked diligently to learn and stay abreast of what steps we should be taking to slow and prevent the community spread of this virus. We will continue to monitor new directives and changes in guidance and update our protocols and guidelines when and as warranted. That said, we expect that each of you are also working diligently to do implement response and prevention measures of your own and to the extent you believe our plans, protocols and guidance can be improved in any way we would appreciate promptly hearing from you in this regard. We are all in this together and it is only by working together that we will get through this with the least amount of disruption.

The health and well-being of all Stakeholders and the community is our primary concern. Lydig's efforts will continue to be guided and in accordance with all applicable federal, state and local laws. We will continue to monitor information as it becomes available and update our jobsites with any protocol changes as needed. In the meantime, feel free to contact us with any questions or concerns as follows:

- Vice President of HSE: Steve Brennan 206-753-9701
- Safety Director: Paul Moorman 509-939-1847
- Vice President of Operations: Brian Singer 509-869-4086
- General Superintendent: Marty Barth 509-879-4508
- Your project team's Project Manager or Superintendent

### **Attachments**

- Jobsite Sign In Form
- CDC Jobsite Posters
- CDC Risk Assessment Flow Chart
- Lydig Staff can find these attachments on our intranet [here](#)