



March 20, 2020

Re: Wallace & Smith Contractors COVID-19 Business Continuity Plan

Dear Wallace & Smith Staff, Clients and Subcontractors,

Our main objective is to keep our staff healthy, safe and informed. Our goal is to be as proactive and prepared as possible to minimize the risk of exposure to our staff, your families, clients, subcontractors and the community at large. Please review the following information in preparation for the local COVID-19 pandemic with cases expected to increase within the coming weeks.

WORK SCHEDULE

In compliance with California Executive Order N-33-20, issued by Governor Newsom and the California Department of Public Health, Wallace and Smith Contractors will, at this point, remain open. Our industry will continue working under exempt status as referenced through the state website:

<https://covid19.ca.gov/stay-home-except-for-essential-needs/>



The California State Public Health Officer and Director of the California Department of Public Health is **ordering all individuals living in the State of California to stay home or at their place of residence, except** as needed to maintain continuity of operation of the **federal critical infrastructure sectors, critical government services, schools, childcare, and construction, including housing construction.**



Our main office and jobsite / field offices located in Bakersfield will remain open at this time, working the same daily hours. All central coast and Fresno field office locations will remain open as well. Santa Barbara County and the cities of Fresno and San Luis Obispo are all currently allowing commercial and housing construction to continue unhindered, with social distancing of 6 feet between persons being the only stipulation for all.

SUBCONTRACTOR AND SUPPLIER WORKFORCE

As the need to increase your labor force arises, we ask that you screen potential candidates to ensure they have not worked in areas considered to be COVID-19 hotspots within the last 14 days. We ask that due diligence be

exercised to make sure our workforce remains healthy and safe. Please adhere to the objectives of the Executive Order by not introducing potential infected personnel to our jobsites.

JOBSITE CHECK IN

Effective immediately, we will require all workers to sign in using our Project Workforce Sign-In Sheet each morning, self-certifying that they, as well as immediate family members at their residence, are not presenting fever, cough or respiratory issues consistent with COVID-19 symptoms. This is a daily precaution and reminder to each person to be conscious of their surroundings and health.

EXHIBITING SYMPTOMS?

We ask that, should you or anyone in your household develop symptoms consistent with COVID-19, you report this to Human Resources and your supervisor immediately. If you are experiencing symptoms while at home, contact Human Resources - do not come to work. For those experiencing symptoms while in the workplace, we ask that you leave the office and return home immediately, seeking out medical care as needed. Those testing positive for COVID-19 will not be permitted back to work for at least two weeks. Management will communicate any known exposures to employees. Working from home is possible and will be coordinated should the need arise.

MAIN OFFICE ACCESS

Effective March 20, 2020 and until further notice, Wallace & Smith will be implementing a STAFF ONLY entry policy to the building. Any scheduled meetings will now be held in phone conference /go-to-meeting format. If checks are ready for subcontractor pickup subcontractors will need to call ahead to let us know when they will arrive, and we will hand checks to them at the door. Any documents that require signature will be signed at a table which will be placed outside the lobby door.

ONGOING HOUSEKEEPING

We ask that all employees wash hands and sanitize workstations frequently throughout the day and wipe down work areas at the end of each day. Continue to maintain the recommended social distancing space of 6 feet between each person. Refrain from shaking hands and physical contact. When possible, please limit unnecessary physical interaction utilizing phones, email, and scanning documents in lieu of paper handling and in-person interactions. Do not share work tools or workstations without wiping down items and areas before and after use. Keep lunch and break areas segregated to no more than 10 people and separated by 6 feet. Rotate break and lunch times as necessary to prevent large crowds.

UPDATES

Remember, the exemption allowing construction to continue working can be quickly repealed by Governor Newsom if we do not properly manage social distancing and overcrowding on our jobsites. Our goal is one and the same - control the spread of the COVID-19 Virus. Staff will be promptly notified of any updates handed down from city, county and state agencies. We will communicate all updates via company email. For those without

access to company email and for any after-hours notifications, information will be sent via text to all staff. For any additional concerns, the following persons can be contacted:

Paul Cooper	President	661-327-1436	pcooper@wallacesmith.com
Bart Wallace	Secretary	661-327-1436	bwallace@wallacesmith.com
Adam Richmond	HES Director	661-345-5968	arichmond@wallacesmith.com
Alison Farler	Human Resources	661-342-2431	awallace@wallacesmith.com

Thank you for your cooperation and patience while we are working through this difficult and trying time. We appreciate your continued hard work and diligence.

Paul Cooper
President
Wallace & Smith Contractors