

Memorandum

March 30, 2020

To: All employees

From: Wallace & Smith Management

Subject: Covid-19 - Temporary Office and Site Visit Policy

Due to the current Coronavirus Covid-19 outbreak, Wallace & Smith is placing temporary restrictions on office and site visits.

In order to decrease the risk of exposure and transmission, the following restrictions are being enacted, effective immediately:

- Temporary suspension of office visits by field personnel.
- The frequency of site visits by management shall be conducted only when necessary and if onsite consultation is critical to the completion of the project or as part of a QA/QC or HES investigation. Remote meetings (e.g. Skype, Facetime, Zoom, Go-To-Meeting) should be used when possible.
Personnel in a higher risk category based on personal risk factors shall not perform site visits until further notice.

When site visits must be conducted:

- Entering buildings and jobsite trailers shall be avoided.
- 6ft distance from personnel required.
- Indoor meetings, personal contact, and gatherings of more than 10 people are prohibited.
- Frequent handwashing and/or sanitizing should be performed.
- All visitors must sign in with superintendent and self-certify that they are symptom free and have not knowingly been exposed to anyone with the virus within the last 14 days. Handwashing should be performed before and after signing in.
- Any person exhibiting known symptoms of COVID-19 shall not perform a site visit. Symptoms include cough, fever, shortness of breath.

Your assistance with the implementation of this temporary policy is crucial to ensure that we can continue to conduct business without compromising the health and safety of the workforce or respective project communities. We are all in this together and your efforts are greatly appreciated.

If you have any questions or concerns, please contact:

Human Resources: Alison Wallace Farler - 661-342-2431

awallace@wallacesmith.com

Or

HES Director: Adam Richmond – 661-345-5968

arichmond@wallacesmith.com