



Memorandum for: RECORD

11 March 2020

Subject: Coronavirus (COVID-19) Guidance to Langlas & Associates Employees

1. Initial Measures:

- a. Any Langlas & Associates employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- b. Superintendents and Project Managers need to talk with subcontractors about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- c. Langlas & Associates will not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- d. Langlas & Associates understands that some employees may need to stay at home to care for sick children or other sick family members than is usual.

2. Hygiene:

- a. Langlas & Associates employees need to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- b. Employees need to use tissues or other barriers when sneezing and coughing. If using tissues, dispose of them immediately after use. If you don't have a tissue cough or sneeze into your upper sleeve, not your hands.
- c. Do not touch your face, eyes or mouth with dirty hands.

3. Perform routine environmental cleaning:

- a. Superintendents and office personnel need to routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- b. No additional disinfection beyond routine cleaning is recommended at this time.

4. Guidance on Traveling:
 - a. If you are going to travel, check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
 - b. Employees must check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
 - c. Employees who become sick while traveling need to notify their supervisor and should promptly call a healthcare provider for advice if needed.
 - d. If outside the United States, sick employees should contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

5. Additional Measures:
 - a. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
 - b. If an employee is confirmed to have COVID-19, Langlas & Associates will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

///Original Signed///
Langlas & Associates, Inc Owners