

MEMORANDUM FOR: Record

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

1. The following memorandum covers additional guidance to Langlas & Associates managers, employees and subcontractors during the COVID-19 pandemic. This guidance is in addition to previous memorandums; Coronavirus (COVID-19) Guidance to Langlas & Associates Employees dated 11 March 2020, and Operations, Labor and Logistics During COVID-19 (Coronavirus) Slowdown dated 17 March 2020.

2. Social Distancing.

a. Each jobsite will adhere to the six (6) foot social distancing and no more than 10 personnel in an area standard when possible. If an area will need multiple trades or personnel to be working in it, a schedule will be put in place to ensure adherence.

b. Any report or information that can be communicated via text or phone call should be. Ensure there are no points where multiple personnel could have contact in a short amount of time. For example, no Daily Sign-In where everyone uses the same pen/notebook.

3. Personal Responsibilities.

a. Each individual working on Langlas & Associates jobsite will take their temperature every morning before work. This temperature will be reported to their supervisor. If an individual has a fever, they will self-quarantine and not be allowed on the jobsite.

b. If an individual feels sick in any way, they will report this to their supervisor. Based on their symptoms they may be quarantined.

c. Basic hygiene will be adhered to including washing hands on a regular basis and the cleaning of equipment and personal areas.

4. Traveling Operations. This portion applies only to Langlas & Associates Employees, but subcontractors are strongly urged to put similar conditions in place. For jobs that will have multiple personnel traveling out of town for work the below changes have been approved.

a. No carpooling to out of town jobs. Individuals are authorized to drive their personal vehicles to out of town work. Drivers will be compensated the standard \$.58/mile. This rate covers fuel and basic wear and tear. Drivers only need to turn in mileage with their timecard.

b. Individual Rooms. Everyone will be provided a single room. No one will bunk up with coworkers for any reason.

c. Off Hours. Individuals will maintain social distancing during off hours. Gatherings will not take place at any time.

///Original Signed///

Langlas & Associates, Inc. Owners