



Updated 26 March 2020
17 March 2020

MEMORANDUM FOR: Superintendents and Project Managers

SUBJECT: Operations, Labor and Logistics During COVID-19 (Coronavirus) Slowdown

1. Operations. To reduce the possibility of transmission of the COVID-19 and other sicknesses that could impact overall operations strive to follow the below guidance.

a. When possible all owner and OAC meetings need to be conducted via Go-To Meeting or another video conference platform.

b. No project team meetings with all Subcontractors in one area at a time. Conduct individual meetings or smaller group meetings if needed.

c. Use email and text whenever possible to replace in-person interactions.

2. Project Logs. At this unusual time, it is of the utmost importance that Project Logs be maintained accurately. With the potential impact that the COVID-19 slowdown could have on our projects, it is more important than ever that Project Logs be completed every day and reviewed on a consistent basis.

a. With possible delays in logistics and manpower, we will be relying on the Project Logs to document the potential delays listed below. All these items must be accurately documented in the Project Logs.

- i. Work Force Shortfalls
- ii. Delivery Delays of Materials/Products
- iii. Material Lead Time Extensions

b. On a weekly basis, review the previous week's Project Logs to ensure total workforce on the job has been documented accurately.

c. If a job is going to see a manpower shortfall inform the Project Manager and Labor Manager as soon as possible.

d. **Update: Add** Managers will use the CPM Schedule and regular updates to insert delay activities where the critical path is affected by COVID related impacts.

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