



March 16, 2020

RE: Communication on Covid-19 Virus – Vannoy Construction

To our Subcontract partners, Vendors & Friends,

Coronavirus has created a significant impact around the globe. Its impacts on the US and our local market areas are still emerging. We, at Vannoy Construction, want to thank you for all your effort to serve our clients, all of whom are developing various plans to mitigate/lessen the spread and impact of this virus on our communities.

The Vannoy Construction Company (Vannoy) representatives are in active communication with our customers to assist their needs while complying with their developing safety strategies. In the hours and days ahead, additional information is likely to come to you on both a broad and local project scale. Please stay attentive to changing requirements. At this time, there are several practices that we would like for you to assist us with implementing for the safety of all concerned. These are as follows:

**Maintain Daily Project Roster:**

Starting last Friday, we began the implementation of a daily roster check-in of all trade workers and visitors to our active job sites.

Each person will need to be identified by legal name and cell phone contact number as well as state, affirmatively, that they are not experiencing any symptoms of Medical Illness, or have known exposure to the Covid-19 Virus. If they are experiencing symptoms or have a risk of known exposure to the Covid-19 Virus, they will be required to leave the job site until full health returns, or a 14-day quarantine has occurred for those having Covid-19 exposure. The maintenance of this data is critical in the event that a worker/visitor/other contracts the virus, at which time, we'll seek to provide notification to all others potentially exposed. As part of this process, Vannoy has implemented a 'paid sick leave program' for all hourly employees of the company and its affiliate companies regardless of tenure. This is to encourage honesty in the persons' health state and allow us to provide the safest work environment we can. We would strongly recommend your firm adopt a similar policy during this time.

**Elimination of Face-to-Face meeting structures:** For the time being we will be conducting project meetings, including OAC meetings via Conference Call or Zoom Video Conferencing. Please connect with your Vannoy project team members to receive up-to-date information on changing meeting times and retrieving call-in information.

**Promote Good Health Hygiene:**

Our workforce needs the communication of all of us! Please include within your Safety Toolbox Talks and other training the full information about all personal preventative measures each



person should implement to restrict the spread of viral infections. Our project Superintendents and Safety personnel will be developing this material and distributing it in the coming days.

I want to again thank each of you for your cooperation and personal commitment to help us keep the environment of our offices and job sites as safe as possible. While time will only tell the full impact of this virus, the entirety of the Vannoy Construction Company is committed to caring for everyone we encounter, and assist our clients as best we can in this very dynamic situation.

Very Truly Yours,

Mark Vannoy

President