

March 31, 2020

Dear Subcontractors and Suppliers,

As we continue to adjust to societal and work restrictions that are a direct result of the COVID-19 pandemic, Kirlin Design Build (KDB) is issuing our corporate guidance to our subs and vendors. Absent any plan that you may have in place that is more stringent than ours, we request that you adopt this plan. Please take the time to review and share this information with your employees.

Essential Business

On March 30, 2020 the governors of Maryland and Virginia along with the Mayor of the District of Columbia issued new Executive Orders placing official restrictions on business operations as well as activities in our personal lives. The current guidance from Maryland, Virginia and the District of Columbia continues to classify construction activities as 'essential' business. As such, we will continue to follow the direction of our customers to ensure that we comply with our contractual obligations for scope and schedule performance.

We suggest that you provide each of your employees with a company authorized letter designating them as essential employees and that they carry that with them during their commute to and from their job sites.

Work Suspension or Shutdown

KDB recognizes that there is a potential of shutting down a project site at the recommendation of the CDC, WHO, local, state or federal organizations. If it is decided upon their recommendation and at the direction of the Project Owner to close the Project or temporarily suspend operations on site, such decision will be communicated to all parties involved on the Project. Unless notified otherwise by KDB, assume that your project site is open for business.

Definitions

- "Close Contact" refers to being within 6 feet for more than 3 minutes.

Social Measures

The following must be adhered to at all job sites.

- Suspend all group tool box talks and replace with handouts to communicate safety information.
- Suspend all stretch and flex programs when done in large group format. Program may continue when sufficient space is used to create no less than 6' spacing between employees.
- Assign tasks so the same workers continue working together day after day versus partnering different workers to help contain and minimize potential exposure.
- Assign tasks to minimize job site work area exposure and advise workers to not walk to areas non-essential to tasks
- All break, lunch, transit (van or manlift) locations should maintain 6' distance between employees.
- Do not shake hands or hold informal social conversations in close contact.

- When work assignments require individuals to be in a proximity of less than 6' at least 1 employee shall be wearing a protective face shield or mono-goggles.
- 100% compliance with PPE. Gloves and glasses are to be sanitized at least once per day.

Environmental Cleaning at Sites and Office Locations

Continuing to keep our sites clean and organized is a critical factor in maintaining safe work environments. These practices will also aid in the containment and reduction in the spread of viruses and we are asking that the following advanced measures be taken.

- Frequently wash hands during the day using soap and water or hand sanitizer (60%+ alcohol)
- It is recommended that you remove your work clothes prior to entering your home upon the completion of the workday and immediately washing to avoid potential contamination.
- Routinely clean all tools.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.
- Use effective store-bought cleaning agents and follow the directions on the labels for use or a 10% bleach/water solution if store supplies are unavailable.
- All common lunch or break areas should be cleaned multiple times throughout the workday.
- Project trailers/offices need to be cleaned 2x daily.
- No communal food will be permitted until further notice.

Travel and Access to Our Sites and Offices

KDB is requiring the following restrictions be placed on any employees assigned to a job site who fall into any of the following travel categories.

- Employees will not be permitted to return to the project site or reassigned to another site for at least 14 days from the date they depart any of these locations and only if they are symptom free after that quarantined period.
 - Employees who have been to a Level 2 or 3 location listed on the CDC Alert List (www.cdc.gov) within the past 14 days. (This includes all cruises)
 - Employees who have had close contact (with an individual that has traveled to a CDC Level 2 or 3 location within the past 14 days
 - Employees who have travelled to NY, NJ, CT or FL since March 27, 2020.

Employee Restrictions due to COVID-19 Symptoms

KDB is requiring that the following restrictions be placed on any employee experiencing symptoms (fever, shortness of breath, cough) related to the COVID-19 virus.

- Any employee experiencing any of these symptoms is required to stay home from work.
- If the symptoms arise during the workday, the employee must leave the work site but only after notifying KDB safety.
- The symptomatic employee is required to contact their healthcare provider for a COVID-19 assessment and follow the medical orders.
- If employee is medically directed to take a COVID-19 test and/or quarantine, they are to follow the orders and report this to their employer who is required to inform KDB PM, hr@jklc.com

and safety@jklc.com (follow protocol outlined under Employee Restrictions due to medically directed test or quarantine)

- If no medically directed test or quarantine is directed, the employee should not return to the project site until they show no signs of illness or fever, without the use of a fever reducing medicine, for 24 hours.

Employee Restrictions due to COVID-19 Test or Medically Directed Quarantine

KDB is requiring that the following restrictions be placed on any employee that has been tested and awaiting results for COVID-19 or has been directed by a medical professional to quarantine.

- Employee is not to report to work until medically cleared to do so and approved by KDB HR and Safety. Co-workers in close contact are informed and directed to closely self-monitor for symptoms and if at any time feel ill to inform KDB safety and go home to follow the protocol outlined above for symptomatic employee. Areas and tools employee with pending test were present are wiped clean with bleach/alcohol solution. GC, Subs in close contact informed.
- Subcontractor or vendor is required to notify KDB via email at hr@jklc.com and safety@jklc.com with relevant information so that we can take appropriate action. Include: Company name, company POC and contact info, KDB job site(s) employee visited in past 14-days, date employee last at site, date symptoms presented, test date, anticipated test result date, with whom the employee has worked in close contact within the past 14 days, the areas in which the employee has spent more than 3 minutes in the past 14 days
- Subcontractor employee is not to return to work until KDB HR and Safety clear the employee to the site.

Employee Restrictions due to COVID-19 Close Contact to Positive Test

KDB is requiring that the following restrictions be placed on any employee who has personally tested COVID-19 positive or been in close contact with a COVID-19 positive person in the past 14-days:

- Employee is not to report to work until medically cleared to do so and approved by KDB HR and Safety. Employees, GC, Subs notified and we cooperate with local health department to determine impact to job site.
- Subcontractor or vendor is required to notify KDB PM, hr@jklc.com and safety@jklc.com with relevant information so that we can take appropriate action with GC, personnel and cleaning.

Hiring

KDB is restricting hiring and introducing new workers to job sites except for critical situations impacting project schedule. Prior to new workers going to the job site, they are required to be trained on all job safety precautions, including the COVID-19 protocols.

Supply Chain

As this pandemic continues to spread globally and domestically, we are requiring that you notify KDB, with substantiating documentation, as soon as you have knowledge of any actual delay in any part of your supply chain that will affect your ability to maintain schedule on the project. Notification should go to the KDB Project Manager assigned to your project. We will review the notices and discuss alternatives, if any, to mitigate delays.

KDB will continue to discuss best practices and communicate with our employees and partners as new or innovative methods of minimizing the spread of this virus are identified and we will rely on experts from governmental agencies as well as peer partners in the industry. This situation remains fluid so your active attention and rapid response to changing conditions is appreciated. While we believe that these measures are current 'good practices' we encourage each of you to develop your own plans to combat the spread of this virus.

Compliance

KDB employees who do not follow these guidelines or directs others not to follow these guidelines will be disciplined, up to and including termination.

Thank you for doing your part in ensuring that our jobsites promote a healthy and safe environment. Should you have any questions or wish to discuss our guidance in more detail, please email me at mmiller@jklc.com.

Sincerely,
KIRLIN DESIGN BUILD



Mike Miller
Chief Executive Officer