



March 18, 2020

All Subcontractors and Suppliers on Current Cooper Construction Projects:

Re: Coronavirus Disease 2019 (COVID-19)

Dear Trade Partner:

You are no doubt aware of issues related to Coronavirus Disease 2019 (COVID-19). During this time, teamwork and communication are critical in trying to mitigate COVID-19 challenges. To that end, we want to stay informed of all specific challenges, issues, and impacts that you are facing or foresee. Please take steps to evaluate and identify problem areas. This evaluation would include actions such as getting with lower tier subcontractors or suppliers and assessing whether materials or equipment will be delayed. Be sure to give an extra look at those sourced from CDC Level 3 areas (China, Iran, South Korea, or Italy), Level 2 areas (Japan) or Level 1 areas (Hong Kong). If any potential problems exist, please provide us details such as the material or equipment in question, scheduled delivery dates, and any delay or schedule impact that you either know about or foresee. In addition to material or equipment, check on and evaluate manpower and labor impacts connected with COVID-19. If applicable, provide us a specific update and assessment of concerns in those areas.

If COVID-19 impacts exist, follow the contract requirements, including giving proper notice and substantiation. Be sure to be detailed in the descriptions of the issues to demonstrate that the impact is COVID-19 related and not due to other events.

Additionally, please let us know immediately if you have a jobsite employee that tests positive for COVID-19 or a jobsite employee that has been exposed to someone who tested positive for COVID-19. Any employee who has tested positive for COVID-19 or was exposed to someone who tested positive for COVID-19 must leave the jobsite immediately and not return until further notice.

We appreciate your efforts in doing what we can to achieve a both a safe and successful completion of the project and to work diligently to address, handle, and lessen COVID-19 challenges. Please let me know if you have any questions on this.

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Also, the following rules have been implemented on all Cooper Construction Jobsites. These are posted at the Cooper jobsite trailer and at the entrances to each building under construction. Please share these with your field personnel working on any Cooper Construction jobsite.

**Jobsite Rules, Effective Immediately for All Cooper Construction Jobsites and to continue until further notice:**

- Only Cooper Construction Employees are Allowed in Jobsite Trailers until further notice. No Exceptions.
- Weekly safety meetings and on site coordination meetings to be conducted via conference call. Meeting agenda and/or tool box topic along with call in information to be emailed to subcontractors weekly for them to distribute to their employees on our jobsite. PM to set up conference call number and notify all subcontractors.
- Frequently wash hands with soap and water for at least 20 seconds.
- If soap and running water are not available, use an alcohol-based hand rub with at least 60% alcohol. Buy as much soap and hand sanitizer as necessary for the jobsite trailer and employees.
- Avoid touching the eyes, nose or mouth with unwashed hands because that is how most people get the virus, not by breathing it.
- Avoid close contact with people, especially ones that are sick or appear to not be in good health. Keep a reasonable distance from others on the jobsite and in public, 6' to 8'. Use your phone as much as possible when you need to communicate with someone on the jobsite. Facetime is a good tool as well.
- Practice coughing and sneezing hygiene and always cover your mouth and nose when sneezing.
- Clean and disinfect frequently touched objects and surfaces.
- Stay at home when sick and get a doctor's release to return to work after confirmation that the individual is not contagious. Notify your supervisor immediately if you are feeling sick.
- If someone becomes ill with respiratory symptoms at the jobsite, isolate them by placing them in a room or an area away from others. Arrange for the person to be sent home and advise them to seek medical advice. Notify your supervisor if this event occurs.
- All PMs and Superintendents do not travel via airplane. Superintendents can travel home using their personal or rental vehicle, depending on distance. If this is an issue, please contact your supervisor so we can work something out.
- Talk to your subcontractors and let them know that if their employees are not feeling well or have any of the symptoms of the flu, coronavirus or a typical cold they should not be allowed on the jobsite. Also share the above items with them and ask them to share with their employees on our jobsites.
- Subcontractors must phase their work and gathering areas (breaks, meetings or lunch) so they have 10 or less employees in one area at a time. Cooper Superintendents must police this to make sure this rule is being followed.
- Remind everyone that if anyone in their immediate family contracts COVID-19 the entire family must quarantine for 14 days. This applies to everyone on our jobsites.

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Finally, any employee that has a **Fever** will not be allowed on the Cooper Construction jobsite. It is up to the Subcontractor, Supplier or Vendor to check their employees every day prior to entering the job site. The means and methods for doing this is up to the individual company. Starting next week, we will have a non-contact thermometer and plastic gloves in each one of our jobsite offices. This is what we will utilize to check the Cooper Construction employees at the jobsite. If your company would like to utilize these items to check your employees, please have your supervisor contact the Cooper Construction Superintendent to get access to those tools. The thermometer will be disinfected after each use.

If you have any questions or need to discuss, please contact the Cooper Construction Project Manager associated with your Project.

Sincerely,

Cooper Construction Leadership Team

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