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March 19, 2020

American West Construction, LLC Employees

Subject: COVID-19 Pandemic 3-19-20 Update

All,

As you may know, a couple of our employees have become symptomatic with COVID-19. While these cases have not been confirmed, we should assume that they have the virus. Both of these presumed cases were with individuals working on our CDOT project in Trinidad. If you have been in contact with anyone from that crew in the past two weeks, please be vigilant about social distancing and washing your hands. If you come down with symptoms, DO NOT come to work, notify your supervisor, and contact your health care provider! I know it is self-evident, but protect your family and those with whom you live and are in contact.

As you may have heard, the President signed an emergency paid sick leave act into law yesterday. The particulars of the new law, as we understand them today, are provided in our updated COVID-19 Plan below. The takeaway of the new law is that anyone with the virus will have a maximum of two weeks of pay while he/she is sick.

Based upon what I've been reading, I suspect the worst is still to come. The virus is growing exponentially and will likely affect a large portion of society. Keeping your distance is critical to slowing the spread of this virus! I hope you stay healthy.

If you have any questions, please do not hesitate to contact me at (303) 455-0838 (office) or (303) 434-6933 (cell).

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul S. Snyder", is written over a light blue horizontal line.

Paul S. Snyder
President/Manager

Covid-19 Plan – Updated 3/19/20

Updated Information is in italics

- 1. The best way to prevent illness is to avoid being exposed to this virus.**
 - a. The virus is thought to spread mainly from person-to-person:
 - i. Between people who are in close contact with one another (within about 6 feet).
 - ii. Through respiratory droplets produced when an infected person coughs or sneezes.
 - iii. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- 2. Steps to protect yourself.**
 - a. Clean your hands often, particularly before you eat
 - i. Wash hands with soap and water for at least 20 seconds
 - ii. If soap and water is not available, use hand sanitizer
 - iii. Avoid touching your eyes, nose, and mouth with unwashed hands
 - b. Avoid close contact—maintain 6-foot distance
 - i. Keep this distance especially when you're having lunch.
 - ii. Better yet, eat alone
 - c. Clean/disinfect your work area/equipment at least daily
- 3. Take steps to protect others.**
 - a. Stay at home if you have symptoms (fever, cough, runny nose)
 - b. Cover coughs and sneezes
 - c. Throw used tissues in the trash
- 4. If you are exposed to the virus...tell your Supervisor IMMEDIATELY.**
- 5. If you are sick...stay at home so you don't expose your fellow employees**
 - a. *As of today, an Emergency Paid Sick Leave law has come into effect. For full time employees, the benefits are as follows:*

Employees eligible for this emergency paid leave in the following qualifying circumstances can receive the lesser of their regular pay or \$511 per day (maximum of \$5,110 per affected employee):

Qualifying Circumstances

- *Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis*
- *Employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19*
- *Employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19*

Employees in the following qualifying circumstances can receive the lesser of 67% of their regular pay or \$200 per day (maximum of \$2,000 per affected employee):

Qualifying Circumstances

- *Employee is caring for an individual who is subject to quarantine or self-quarantine as above*
- *Employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider is unavailable, due to COVID-19 precautions*

Because we don't specifically know how this law will be implemented, I would ask employees that become symptomatic and are not tested to ask their health care provider for some kind of documentation specifying self-quarantine.

This is an ever changing environment, so I expect there will be more information available in the days to come.

- 6. Don't take this pandemic lightly. This is a real threat to your family and our nation.**
- 7. By working together, we will all get past these hard times.**