

To: Our Valued Employees

Subject: COVID-19: Keeping Our Workplace Safe

As global concern about the current COVID-19 outbreak grows, we're doing our best to keep everyone healthy and safe in the workplace while also minimizing the disruptions to our day-to-day operations. We're closely monitoring the situation and know that misinformation and fear can spread faster than the virus itself, and we want to discourage false information from circulating. If you're looking for trusted, up-to-date information, we recommend visiting the specific coronavirus websites of the CDC or the WHO. For state or local up-to-date information visit the Kansas Department of Health and Environment or Sedgwick County websites. These sites are extremely informational in regards to COVID-19 questions and concerns.

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<http://www.kdheks.gov/>

<https://www.sedgwickcounty.org/health/coronavirus-disease-2019-covid-19/>

KDHE issues new recommendations for quarantine and isolation of travelers, close contacts and those being tested

TOPEKA - The Kansas Department of Health and Environment (KDHE) is issuing new guidance today surrounding COVID-19, including travelers, close contacts of confirmed cases and those being tested.

KDHE is now recommending 14-day home quarantine for Kansans who have:

- Traveled to a state with known widespread community transmission (currently only the following states: California, New York and Washington state) on or after March 15.
- Visited Eagle, Summit, Pitkin and Gunnison counties in Colorado within the past week.
- Traveled on a cruise ship on or after March 15.
 - o People who have previously been told by Public Health to quarantine because of their cruise ship travel should finish out their quarantine.
- Traveled internationally on or after March 15.
 - o People who have previously been told by Public Health to quarantine because of their international travel should finish out their quarantine.

- Received notification from public health officials (state or local) that you are a close contact of a laboratory-confirmed case of COVID-19. You should quarantine at home for 14 days since your last contact with the case. (A close contact is defined as someone who has been closer than 6 feet for more than 10 minutes while the patient is symptomatic.)

As a precaution, Builders, Inc. will follow in suite with KDHE regarding all recommendations for quarantine and isolation of travelers that fall with-in these guidelines.

Builders, Inc. recommendations to help prevent COVID-19 in the workplace:

- Make sure your workplaces are clean and hygienic. Builders, Inc. will provide, alcohol-based hand sanitizers throughout the workplace and in common areas.
- Surfaces and objects need to be wiped with disinfectant regularly
- Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled
- Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water
- Follow social distancing guidelines at work (see attachment)
- Stay home when you are sick
- Rely on virtual communication when possible
- Temporarily ban visitors and non-essential personnel from the property

Of all these measures, we cannot stress enough the importance of good hygiene and staying home when you're sick. Please do your part to keep everyone safe and healthy during this difficult time.

Builders, Inc. understands there are a lot of questions and concerns from people regarding a plan of actions if the COVID-19 issue worsens. As more information comes to light regarding the state level of this issue we will make available any decisions that will be made at that time. The best plan of action today is helping prevent this virus.

As always, please contact the HR departments with any questions or concerns.