



MEMO

Date: March 9, 2020
From: Randy Olmos, Vice President of Construction Operations
To: Foremen, General Foreman, All Field Supervisors
Subject: CORONAVIRUS INFORMATION

As part of Morrow Meadows Corporation's continuing commitment to promote wellness for our employees, we wanted to provide some information on the Coronavirus. Through the knowledge of what it is and how it spreads, we can work together to reduce the cases of infection of this and any other virus.

WHAT IS THE CORONAVIRUS?

Coronaviruses are a family of viruses that cause a range of illnesses from the common cold to severe diseases, such as Middle East Respiratory Syndrome (MERS), and Severe Acute Respiratory Syndrome (SARS). In December of 2019, a new coronavirus, COVID-19, was identified as the cause of various cases of respiratory illness.

HOW DO I RECOGNIZE IT?

The main symptoms of the coronavirus resemble those of a bad cold or the flu, which can make detection difficult, and all the more reason to stay home if you suffer from these symptoms:

- Fever Coughing/Sneezing
- Shortness of Breath
- Feeling Sick—dizziness, fatigue, etc.

HOW IS IT SPREAD?

- Coughing and sneezing
- Close contact with people, such as touching or shaking hands
- Touching an object or surface that has the virus on it, then touching your mouth, nose or eyes

CAN THIS BE PREVENTED? HOW DO I PROTECT MYSELF AND OTHERS?

There is currently no vaccine to prevent this virus, but the best prevention is to avoid exposure. The following recommendations to avoid exposure are not only helpful with this outbreak but are best practices for common cold and flu prevention.

- If you feel sick, STAY HOME—this is vital to prevent spreading any illness you may have to others.
- Wash your hands often with soap and water for at least 20 seconds, especially before eating, after going to the bathroom, after blowing your nose, coughing, or sneezing, and after handling cash.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover any cough or sneeze with a tissue and throw the tissue away—this is very important as this virus is spread in large droplets by coughing and sneezing. Everything associated with someone with the virus will be contaminated and potentially infectious.
- Clean and disinfect frequently touched objects and surfaces. Don't touch anyone else's computer, phones or iPads.
- Avoid close contact with anyone who is sick and recommend that they go home.
- NO HANDSHAKING—just a slight bow of the head and a smile to greet someone.
- Use a paper towel to open doors.

- Stock up on hand sanitizers with at least a 60% alcohol base. This applies to work, at home, and in your car—good for using after you get gasoline, use the keypad to pay at the gas pump, or even the ATM. If you can't find any sanitizers to purchase, you can make them.
 - a. 2/3 cup 99% rubbing alcohol
 - b. 1/3 cup aloe-vera gel
 - c. Optional 8-10 drops essential oil for smell
 - d. You will need a bowl, spoon, funnel, empty liquid soap or hand sanitizer bottle and gloves (optional)
- Even though there is no vaccine for the coronavirus, the CDC is recommending that anyone who has not gotten a flu shot in the last year to get one now to combat influenza.
- Do not touch water dispenser spigots with personal water devices when refilling them.
- As much as possible, open doors with your closed fist or your hip to avoid using the door handle.
- When using a microwave or ATM, use your knuckle to open the microwave door, and when using the pin pad on the microwave or ATM.
- If you feel that you may have the virus, seek medical attention immediately.
- CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.

SOCIAL DISTANCING

- Social distancing is a term applied to certain actions that are taken by Public Health officials to stop or slow down the spread of a highly contagious disease.
- Employees are expected to maintain 3' to 6' distance from others in all social settings where possible.
- Distancing is key.

Our first priority is the health and safety of our employees. The Center for Disease Control (CDC) is conducting an ongoing investigation to determine more about the virus.