



March 18, 2020

**All Cooper Superintendents, Assistant Superintendents and Field Personnel,**

As you all know, the Coronavirus (COVID-19) is spreading across our country. Over the last few weeks the Leadership Team has been meeting on a regular basis to discuss the emergence of the threat of this virus. Today, out of an abundance of caution, the leadership team has decided to implement the following policy for all of our jobsites. We are not panicked in any way; this is only a precautionary measure as we try to do what we can to limit the spread of this virus. The leadership team had already planned for this situation and was prepared to implement this at any time that we felt that it was in the best interest of the company. As always, our utmost concern is the health, safety and well-being of all Cooper employees and their families.

For now, this policy will be in place for two weeks. Before the two weeks is over, we will reevaluate and let everyone know if we feel that the policy should be extended or not.

Payroll will continue as normal throughout this policy time period.

Again, this is not a knee-jerk response to the latest headlines. We have planned for this and are only implementing this policy as a precautionary measure to help do everything that we can to help ensure the safety and health of all Cooper employees.

If you have any questions, please send an email to Ryan Ferris and he will get back to you as quick as he can.

Stay safe!

**COVID-19 can cause symptoms similar to the flu, including fever, cough, sore throat, tiredness or shortness of breath.**

**Most people who are infected experience mild to moderate symptoms from which they fully recover. However, some people develop more serious illness with pneumonia and other complications. People at increased risk of serious illness include the elderly and those with chronic medical conditions (e.g. diabetes, heart and lung disease) or a weakened immune system.**

**It is important to remember that most people who become ill with respiratory symptoms at work are likely suffering from a cold, the flu or other respiratory illness – not COVID-19.**

**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

BIRMINGHAM | 5004 5<sup>th</sup> AVENUE SOUTH · BIRMINGHAM, ALABAMA 35212 | 205.871.0304

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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.

We have ordered non-contact thermometers and plastic gloves for all jobsites. These will be delivered to the Birmingham office on Thursday 3/19. One or two thermometers and a box of gloves will be shipped to each jobsite as soon as possible. Further instructions on this will be sent out prior to the items arriving at each jobsite.

A copy of the rules and some other information will be distributed to all subcontractors tomorrow via email from the PM on each project.

Please print this email and post on the wall of all project offices.



Cc: Jim Cooper  
Dave Terry  
Paul Vardaman  
Lee Strickland  
Charles Wendel  
Cooper Project Managers

Thank You,

A handwritten signature in blue ink, appearing to read "Ryan Ferris".

Ryan Ferris  
Vice President- Operations  
Cooper Construction Company

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