

To Snyder Langston Trade Partners:

As the impact from and requirements to mitigate the coronavirus (COVID-19) continues to be fluid, Snyder Langston would like to share with you the guidelines we have in place to protect the jobsite, our offices, our employees, and the workers.

Travel and Access to Our Sites

Any employee of your company who has been to a Level 3 country listed on the CDC watch/alert list are not allowed at a Snyder Langston jobsite or office for at least 14 days from the date they arrived in the United States. Additionally, if any employee at your company had a close contact with these individuals, they are not allowed at a Snyder Langston jobsite or office until they have been symptom-free for at least 14 days from the date of contact.

Please alert the Snyder Langston Project Manager if any employee who has been on our jobsite has tested positive for COVID-19 or has had close contact with an individual who has tested positive for COVID-19. The person is not allowed at a Snyder Langston jobsite or office until they have been cleared by medical professionals and our Project Manager.

Supply Chain

1. Verify with your lower tier subcontractors and suppliers to determine if any of your materials or equipment (including any parts and/or components) for the Project are sourced from CDC Level 3 area, Level 2 area or Level 1 area. If so, specify the equipment or materials, the scheduled delivery dates and any delays/impacts known or foreseen at this time.
2. Provide alternate material that will not impact the schedule.
3. Confirm there are no current impacts to your operations, or if some exist, immediately notify Snyder Langston and specifically explain those impacts and how they are caused by COVID-19.
4. Confirm that there are no current impacts to your manpower availability, or if some exist, immediately notify Snyder Langston and specifically explain them and how they are caused by COVID-19.

If Your Employee is Sick for any Reason

Please communicate with your employees to stay home if they have any symptoms of illness, including; a cold, fever, cough or difficulty breathing. They should seek medical care early and stay away from others. They should not return to a Snyder Langston jobsite and/or office until they show no signs of illness or fever, without the use of a fever reducing medicine, for at least 24 hours and have clearance from a doctor or medical professional.

Symptoms of Coronavirus (COVID-19)

Reported symptoms include fever of at least 100.4 F, cough, and difficulty breathing from lower respiratory distress. Information about coronavirus symptoms can be found on the CDC website (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>). Employees who have these symptoms are required to stay home and not come to the jobsite, and notify our Project Manager of the situation.

Additional Jobsite Safety Protocols

Please take time to periodically review the facts and information provided by the CDC with your workers on our jobsites as the information changes daily. On all Snyder Langston jobsites, we should do the following:

1. Encourage people who are feeling ill to stay home and not report to work;
2. For anyone with chronic health conditions who are concerned about being exposed to the COVID-19 virus, please advise them to contact their personal healthcare provider for recommended precautions appropriate for them;

3. Please encourage people to ask questions and to bring concerns to the attention of our Project Manager;
4. Discuss the importance of the CDCs recommended preventative measures in weekly meetings and/or All-Hands Safety meetings and Weekly Tailgate Meetings;
5. If you have workers returning to work after having being out of the country, have them follow the CDCs recommendations;
6. Always wear Personal Protective Equipment;
7. Wash your hands often with soap and warm water for at least 20 seconds;
8. Avoid touching your eyes, nose, and mouth;
9. Avoid close contact with people who are ill and stay away from large gatherings or crowds;
10. Always listen to public health officials
11. Always keep in mind the sensitive nature of personal health information and maintaining the confidentiality of the workers on our projects.

Financial Transactions

There are individuals who will use this situation to target the financial dealings of companies. We will not change payment or delivery instructions via email or text. Please do not act upon or accept any requests to change payment instructions specified in your contract with Snyder Langston unless the communication comes directly from our CFO by a telephone call.

As this is a dynamic situation, we will continue to closely monitor the situation and our guidelines and will make any necessary changes, which will be forwarded to you from our Project Manager.

Thank you for partnering with us to ensure that our jobsites remains a healthy and safe environment for everyone.

Sincerely,



Jason Rich
President and COO