



March 23, 2020

All Employees-

As I am sure you are aware, yesterday in response to the current COVID-19 virus, La Governor John Bel Edwards issued a Stay at Home Order and shutdown all non-essential businesses. However, per the Governor's reference to US Dept Homeland Security CISA definition, construction, public works construction, and maintenance of roads and highways is listed as essential operations under that Order. This means our business is exempt from the current Stay at Home Order.

Our business and employees have very little, if any, face to face interaction with the public. Our work generally doesn't require employees to be in close proximity to one another. Our current illness, sick time, and leave policies accommodate employees who must stay home with any illness. Therefore, our employees should pose very low risk of transmission of the virus while working.

Therefore, we feel it is in the best interest of Diamond B, our employees and their families to continue with work as normal. So long as we are able to work and earn company income, we want to continue to provide our employees with an opportunity to earn income for themselves and their family. Additionally, we want to serve our community by continuing to perform the essential work of improving and maintaining our roads and bridges.

We understand some may be impacted by school closures, family member care, etc. We will continue to do all we can within reason to accommodate those impacts.

In addition to the CDC best practice measures and those discussed in the March 11, 2020 memo, we will distribute non-contact thermometers to each supervisor to confirm employees don't have fever. We will also implement the measures listed below in order to further reduce our risk of virus transmission.

Field Crews

- Handwashing Stations should be implemented on every crew.
- Crew huddles should be held with employees spread +6 feet apart or may be held in batches with smaller groups.
- Sanitizer wipes should be available in all crew trucks to wipe down surfaces each time when traveling.
- All employees have the option to travel to/from work in their own transportation and park in locations on the job designated by the supervisor.
- Temporary suspension of hotel room share requirements for traveling crews.
- Clean and disinfect frequently touched surfaces daily.
- Any employee exhibiting COVID-19 symptoms should stay home and immediately notify their supervisor.
 - Fever
 - Shortness of Breath
 - Dry Cough
 - Known Exposure to the Virus
- Any supervisor noticing any employee exhibiting COVID-19 symptoms may immediately send that employee home.



Plant Crews

- Close all towers, labs, offices to the general public (posting on the door).
 - Handle all plant transactions thru the window.
 - All visitors should be by appointment only.
- Crew huddles should be held with employees spread +6 feet apart.
- Clean and disinfect frequently touched surfaces daily.
- Any employee exhibiting COVID-19 symptoms should stay home and immediately notify their supervisor.
 - Fever
 - Shortness of Breath
 - Dry Cough
 - Known Exposure to the Virus
- Any supervisor noticing any employee exhibiting COVID-19 symptoms may immediately send that employee home.

Office Staff:

- Close all offices to the general public (posting on the door).
 - Job applications should be completed online.
 - All visitors should be by appointment only.
 - All deliveries may be left at the door.
- Staggered work times, reduced work times and telecommuting to reduce total employees in any office at any given time (as determined by each dept / area manager).
- All meetings of +10 employees will be held via teleconference / web conference.
- Any employee exhibiting COVID-19 symptoms should stay home and immediately notify their supervisor.
 - Fever
 - Shortness of Breath
 - Dry Cough
 - Known Exposure to the Virus
- Any supervisor noticing any employee exhibiting COVID-19 symptoms may immediately send that employee home.

We recognize that these working conditions may cause some disruptions and require out the box thinking. We know that necessity is the mother of invention and you may have ideas that will additionally reduce the risk of transmission. We encourage you to communicate any ideas you may have with your supervisor and/or anyone on the Diamond B team.

Please continue to work safely and stay healthy.

Sincerely,

Phillip Bossier