



Building Restoration Corporation

COVID-19 Update: 3/26/2020

As many of you may have heard, Tim Walz the Governor of Minnesota, and Tony Evers the Governor of Wisconsin have both issued a mandatory "Stay at Home" executive order, deeming only essential businesses the ability to work for the next two weeks in Minnesota (through April 10th) and in Wisconsin (through April 24th). In communication with our legal team and the ABC, we have a clear understanding that all construction work has been deemed essential in both Minnesota and Wisconsin while their respected "Stay in Place" laws are in effect. With that being said, we want to assure you all BRC jobsites will remain active unless told otherwise.

Unless ordered to cease work, we plan to continue work on projects. We are closely monitoring the State of Minnesota, South Dakota and Wisconsin guidelines and will communicate with all relevant parties should any project require temporary shut-down. The safety of our employees, trade partners, and clients is our top priority as we continue through the following weeks.

The following guidelines provided by the CDC should be followed whenever possible to avoid any unnecessary spread of the virus. Remember please visit the [CDC](https://www.cdc.gov) website for up to date information and guidelines regarding the Coronavirus/COVID-19 as they are releasing new information by the hour.

- No one with symptoms such as fever, coughing or difficulty breathing is to be present on site.
- Any person who exhibits these symptoms will be asked to leave the site **immediately** and report to management by phone for further direction. Such individuals will not be permitted to return without medical clearance provided by their medical professional.
- If you are sick in any other way outside of the symptoms listed above, and those listed by the CDC on COVID-19, please refrain from coming to the jobsite until you no longer have symptoms.
- Practice social distancing whenever physically possible. Maintain 6' distance between you and your coworkers whenever possible and avoid congregating in tight spaces such as vehicles and the job trailer.
- All organizations with personnel on site are expected to monitor their employees for any signs of illness, exposure or any high-risk activity (travel to areas with high incidence of the virus, living with a person diagnosed with the illness or symptoms) and prevent them from coming to the site, and notify your direct supervisor immediately.
- During lunch and general breaks, refrain from gathering in groups and try and eat lunch on your own in your vehicles or separate space.
- Use respiratory etiquette and cover your mouth and nose with your elbow while coughing and sneezing.
- Visitors are not permitted on the jobsite without prior approval. Only personnel required on site to perform, supervise or monitor the work should be onsite.
- Any specific directives of our project owners will be communicated and strictly enforced.
- If you or anyone at home is showing symptoms of COVID-19, or has been quarantined by a medical professional, we ask that you also, self-quarantine for the required time outlined by the CDC (currently 14 days).
- If you are unable to work for an extended period of time due to illness or quarantine, unemployment will be available immediately without a waiting period.
- Clean hands frequently with hand sanitizer or hand soap when available at each project site.
- Wipe down commonly used surfaces with disinfecting wipes daily.
- Shaking hands and other physical contact is strongly discouraged.
- We will use phone/video conferencing to the extent possible to minimize the number of people on site.
- We will increase use of email communication and avoid large group meetings on site when possible.

We are constantly gathering information regarding COVID-19 and will do our best to get the pertinent information to you as needed. As stated before, the [Center for Disease Control](https://www.cdc.gov) is the best place to go for accurate and up to date information regarding the Corona Virus. Please feel free to reach out to your supervisor with any questions you may have.

If complying with these guidelines causes staffing shortages or impairs your ability to meet the project schedule, notify BRC immediately to avoid negatively impacting the work of others. We must all do our part to prevent the spread of illness within our communities, and the health of the BRC family is of the utmost importance. **All field, office and shop employees currently working or scheduled to work will receive a physical and digital version of their "Exempt Employee Verification Form." This form must be with you while commuting and on the jobsite at all times until further notice.** Thank you in advance for your cooperation with these guidelines. Stay well!

Sincerely,

Jack Szmanda
Director of Operations
Building Restoration Corporation