



To: Subcontractors of MCL Construction
From: Tony Fucinaro, Sr. Vice President, MCL Construction
Date: March 13, 2020
Re: Coronavirus/COVID-19

This memo is to provide general information and direction in regard to the Coronavirus/COVID-19 situation we are currently facing. Subcontractors of MCL Construction will observe and enforce the items detailed below. Additional information will be provided as situations dictate.

- What to do if your (subcontractor) employee is determined to have COVID-19:
 - Keep the employee away from the job site.
 - Contact your MCL project management team (Project Manager or Superintendent) immediately. They will take the necessary additional action
- MCL project management will promote the use of conference calls or video conference (Zoom, Microsoft Teams) instead of face-to-face meetings whenever possible
- MCL project management teams have been given the following direction in regard to their projects:
 - MCL project teams (MCL) will pay close attention to the apparent health status of all workers on the project (both MCL employees and subcontractor employees) being alert for sickness, specifically including cough and fever.
 - MCL has the authority to remove a subcontractor employee from the project if MCL believes the employee is sick.
 - If MCL sends a subcontractor employee home, MCL will document the situation and keep documentation with its subcontractor files
 - If a subcontractor employee is gone from work for three days or more due to illness they will be required to provide a doctor's "return to work" approval note before being allowed to return to work. The MCL project team will monitor this and will require the subcontractor to supply the note. Documentation will be maintained.
 - Subcontractors are required to inform MCL project management (Supt., PM) if one of their employees is diagnosed with COVID-19. The MCL project team will take action as described earlier in this document.
 - All project teams should inform their subcontractor representatives and deliver the policies, above, so that they are aware of our intentions and requirements.