



March 23, 2020

**VIA ELECTRONIC MAIL**

ALL Sealants, Inc.

**Re: Directive to All Subcontractors at 845 West Madison Project Regarding COVID-19 Screening and Best Practices**

Lisa Simokaitis,

As you know, the World Health Organization has recognized COVID-19 as a pandemic. In light of this public health crisis, it is critically important that Lendlease, the subcontractors, and everyone on site comply with health and safety best practices. Lendlease expects that all Project team members, including you and your employees, will take all necessary actions to implement the procedures described herein. Lendlease is committed to working with your team members to ensure a safe work environment

**EH&S Plan for the Project**

To the greatest extent feasible since the COVID-19 pandemic was announced, Lendlease has revised its Project Environmental Health and Safety (“EH&S”) Plan to comply with CDC and WHO guidelines, including the following key changes for immediate implementation by your organization:

**1. Subcontract Workforce Duties & Responsibilities**

To the greatest extent feasible, workers should follow the workplace recommendations of the World Health Organization (“WHO”) and the United States Centers for Disease Control (“CDC”). Please refer to WHO’s March 3, 2020 “Workplace Ready” recommendations as well as the CDC’s Interim Guidance for Businesses and Employers<sup>1</sup>. Lendlease is taking steps to adhere to these guidelines and recommendations and strongly encourages you to closely review and implement changes to your business to comply with these guidelines. Key practices including maintaining social distancing from other individuals<sup>2</sup>, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands. Please create and post a notice outlining these recommended practices prominently in your business location, including in site trailers. Lendlease will likewise post notices regarding the key changes outlined in this letter, including with respect to social distancing, throughout the site.

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<sup>1</sup> See <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public> and <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>.

<sup>2</sup> WHO currently recommends maintaining at least one meter distance from individuals who are coughing or sneezing. These recommendations are quickly evolving and we encourage you to monitor guidance from WHO, CDC, and local authorities.

Lendlease (US) Construction Inc.



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## **2. Planning and Coordination**

Subcontractors should consider updating their current Project-specific safety plan and Incident Injury Prevention Program (“IIPP”) to comply with the best practices set forth in this letter and the enclosed guidance. Note that daily huddles, safe start briefings, pre task plan briefings, daily coordination meetings and any other meeting necessitating the gathering of more than two people should adhere to the recommendations of WHO and the CDC. Where possible, please utilize digital / video / audio alternatives for meetings. Please provide a copy of your updated site-specific plan and IIPP to Lendlease within the next five (5) business days.

## **3. Site Security Arrangements**

Workers should not congregate at job site entrances when entering and leaving the site. Workers should use designated turnstiles to enter / exit the project and should not access / exit the project via other means (such as vehicle gates for example).

## **4. Guidelines for Sick Workers**

Workers who are ill, are experiencing fever, cough, or shortness of breath, and/or feel unfit to work should not work or come to the Project site. Workers who are in a high-risk group or are uncomfortable reporting to work should stay at home. Workers diagnosed with COVID19 should promptly inform their employers, and those entities must immediately report the diagnosis to Lendlease. Affected workers will not be permitted to return to the jobsite without proof of two negative testing results in accordance with CDC guidelines. Please refer to the CDC’s guidance regarding protocol for your employees’ potential exposure to the virus: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>.

## **5. Guidelines for On Site Movement**

Workers should avoid unnecessary close contact with other individuals when moving around the site. This includes the use of hoist ways and elevators. Site rules will dictate queuing arrangements and maximum capacity for hoists/elevators, and workers should avoid queuing in lines at or near the site. Riders should make an effort to maintain the maximum distance while on the hoist. Elevator operators have been provided wipes and antibacterial spray to clean the elevator surfaces a minimum of three (3) times per day.

## **6. Site Sanitary Arrangements and General Cleaning**

Additional hand wash stations and / or sanitizer stations will be provided throughout the Project. Locations will be designated based upon likely foot traffic and risk and should be identified on orientation plans. The frequency of cleaning of toilet facilities and wash stations may be increased based upon risk assessment and workforce numbers. Additionally, the following changes will be implemented as soon as reasonably practical: (1) hand wash stations will be serviced daily; and (2) soap dispensers and toilet paper will be stocked twice daily.

As this situation continues to evolve, additional changes to the EH&S Plan may be required, and subcontractors and their employees will be expected to promptly comply with any additional directives.

ALL SUBCONTRACTORS  
845 W Madison PROJECT



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**Please provide a copy of this notice to your employees, lower tiers and any suppliers who have an on-site presence, and conduct trainings to ensure all on-site personnel are familiar with these requirements and fully implement these rules.** Lendlease is committed to the health and safety of all Project team members and stresses that each individual must do his or her for the health and benefit of all. We will provide you with further updates regarding this project as more information becomes available to us.

Sincerely,

**LENLEASE (US) CONSTRUCTION INC.**

A handwritten signature in black ink, appearing to be "B. Cook", written over a horizontal line.

Benjamin Cook  
Project Executive

cc: Ross Weyman