

March 20, 2020

Build to Suit, Inc. considers the health and safety of our clients, subcontractors, suppliers, employees and their families our priority. With that in mind, we would like to provide you with the following information regarding the coronavirus (formally known as COVID-19). We will continue to monitor COVID-19 and will provide updates to you with changes.

Business Travel

At this time, we are still operating in a “business as usual” mode and are authorizing business travel as it is needed. However, if you are concerned about traveling, raise your concerns to your supervisor. We will work with you to devise plans to accomplish what needs to be accomplished from your home base if doing so is feasible. If you are required to travel for business purposes, the 2 week quarantine period will apply upon each return.

Remote Work

If your job allows and you’d prefer to work from home for a period of time, speak with your direct supervisor about making arrangements.

Some of our work/certain positions may make remote work unfeasible or we may lack in the equipment to do so. If that is the case, we will make special concessions to allow for additional time off.

Family Needs

If you have children who are impacted by a school closing (or may be impacted by one in the future) and this presents a hardship, let your supervisor know. If you are able to work from home to accommodate family needs, we support you with this flexibility with the caveat that you are expected to maintain your high level of performance when working remotely.

Keeping the Workplace Safe

The protocol for protecting yourself and others in the workplace against COVID-19 is outlined by the Centers for Disease Control and Prevention (CDC) guidelines. These are simple everyday practices that can be used both at home and in the workplace to protect against bacteria and viruses:

- Wash your hands frequently;
- Cover your coughs and sneezes with a tissue or the inside of your elbow; and
- Avoid touching your face.

In addition, clean personal workspace items that are frequently touched, such as your desk, computer mouse, and keyboard, with cleaning spray or wipes, these are available in both Build to Suit offices.

FOR PROJECT/WORKSITES:

We will also be posting all of this information on each project site, along with some project specific recommendations/policies, depending on the location and nature of the work.

Some of our medical sites have implemented a procedure for temperature taking and sign in sheets. If you are running a temperature, you will not be permitted to work on the site. This monitoring will be done on a case by case basis and may not include ALL medical sites at this time. Should the need arise, we may choose to implement this on all of our project sites.

Illness and Sick Leave

If you feel any signs of illness, we encourage you to work from home if your position allows. If you have a fever and cough, notify your direct supervisor and stay home until you receive medical care and recover. **We urge you to stay home and if you do not feel well please seek preventative care should you feel the need.** Speak with your supervisor if you have specific questions about telecommuting or absences so that your workload can be distributed or deadlines updated.

We are implementing a special and temporary sick leave policy to allow those that are ill and cannot work remotely to be compensated for such time.

Personal Travel

Employees are asked to report all personal travel to your immediate supervisor as soon as possible. This includes your return from anywhere within the past 14 days and all planned future travel.

Those who are currently traveling (Week of March 16 – March 20) will be asked to work remotely or remain at home for an additional 2 weeks. This time will be compensated.

Household Risks Related to the Workplace

If someone lives in your household who has been diagnosed with coronavirus, or has traveled, or who will do so in the near future, notify your immediate supervisor as soon as possible.

Potential Office Closures

For the time being, we are choosing to lock our office doors and **conduct meetings by phone or internet.** We request that if you need access or **need** an appointment, please call the person who you are meeting with to gain access. While we do not foresee the need to close any of our offices at this time, we will communicate with all employees should things change. It is a good idea to take your laptop chargers and peripherals home with you after work so you are prepared to work from home if needed.

Thank you for your flexibility and understanding. If you have specific questions or concerns, speak with your supervisor.