



March 27, 2020

Subject: Dulles Corridor Metrorail Project, Phase 2, Package B – Contract 8-14-C001

Dear Trade Partner:

In the past two weeks, Hensel Phelps sent you a letter with information about the coronavirus (COVID-19) and stating certain processes that you needed to follow on our projects. Since that time, we have learned additional information about how the virus is behaving and how our projects are functioning. Therefore, this letter sets forth revised guidance and policies that we now have in place that we can all use to protect each other on our job sites.

Please take the time to review and share the following information with your employees.

Travel and Access to Our Sites

Employees at your company who have been to a Level 3 country listed on the CDC Alert List within the past 14 days will not be permitted to return to the project site for at least 14 days after returning from a Level 3 country, and only after they have been symptom free for at least 14 days from the date they returned to the United States. If an employee at your company had close contact with an individual that has traveled to a Level 3 country within the past 14 days, these individuals will not be permitted to return to the project site until they have been symptom free for at least 14 days from the date they came in contact with the traveler that returned from the Level 3 country.

If an employee had close contact with an individual who has a confirmed positive test result for COVID-19, they are not allowed at the project site until they have been symptom free for 14 days from the date of contact.

Supply Chain

You are to notify Hensel Phelps as soon as you believe you have an actual delay in any part of your supply chain that will affect your ability to maintain schedule on the project. Notify the Hensel Phelps Project Manager assigned to your project. We will review the notices and meet with you to discuss alternatives, if any, to mitigate any delays. Also, we need this information so that we can keep our client informed about the status of their project.

If Your Employees are Sick

Please communicate with your employees to stay home if they are feeling ill. They should seek medical care early and stay away from others. They should not return to the project site until they show no signs of illness or fever, without the use of a fever reducing medicine, for 72 hours. You must notify the



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Hensel Phelps Project Manager immediately if you send home any employee due to illness, or any employee calls in sick and does not come to work.

If Your Employee Tests Positive for COVID – 19

If you have an employee who has tested positive for COVID – 19 or has been in close contact with someone who has tested positive for COVID – 19 or has a family member that lives with them that has tested positive for COVID -19, then that employee must self-quarantine for at least 14 days.

If Your Employee Exhibits Symptoms of COVID – 19

If you have an employee that has a high fever and is experiencing shortness of breath but has not taken a test or has not received the results from a test, you should presume a positive for COVID – 19 until you know otherwise. The employee cannot report to work until:

- The employee receives a negative test
or
- The employee is symptom free, and:
 - Fever free for 72 hours without the use of medication, and
 - At least 7 days have passed since the employee's symptoms first appeared

You should advise your employee to follow the guidance of their health care provider and state and local health department. You must also keep your Hensel Phelps Project Manager updated on the condition of any such employee and notify the Project Manager prior to such employee returning to work.

You can find answers to many general questions related to the Coronavirus (COVID-19) on the CDC website, www.cdc.gov. We will continue to closely monitor the situation and our policies and guidelines may change as the situation continues to evolve.

Thank you for doing your part in ensuring that our jobsites promote a healthy and safe environment for all people.

Sincerely,

Hensel Phelps

Jamie Adams
Project Manager

c: Brian Tincher

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