

## Shawmut's Commitment to Your Safety During the COVID-19 Pandemic

**Shawmut is grateful for the strong and trusted relationships we have with our subcontractors. We work as a team and we know we wouldn't be successful without your hard work, talent, and support.**

The COVID-19 threat is unprecedented, and we are working with the knowledge we have available today. Therefore, for the time being, we plan to continue the important work we are doing on our clients' sites. This is obviously a dynamic situation, and it's critical that we have open and transparent communication throughout this crisis. This is important so that together, we can address any new circumstances as they arise.

As our valued partners, your safety is very important to us. We know that you take safety seriously, too, and that many of you have already prepared Coronavirus plans. We do ask, however, that you follow Shawmut's guidelines and safety protocols on our sites. Here are some of the steps we are taking:

**ESTABLISHED A COVID-19 VIRTUAL CRISIS COMMAND CENTER:** We have a cross-functional COVID-19 Crisis Team in place with a virtual command center that is constantly monitoring developments by the minute—helping to guide actions as necessary. By proactively tracking conditions, we can provide constant guidance and communications to ensure we are following all federal, state, and CDC recommendations.

**ESTABLISHED JOBSITE PREPARATION AND MITIGATION STRATEGIES:** Following the first known confirmed case of COVID-19 in the U.S., Shawmut put the following protocols in place. These protocols will remain in place for the foreseeable future.

- **Active Health Monitoring**
  - If an employee is sick or exhibiting COVID-19 symptoms including coughing, fever, or shortness of breath, they must not report to a Shawmut site.
  - Inform Shawmut immediately if an employee has contracted COVID-19 and has been on a Shawmut jobsite, office, or meeting attended by a Shawmut employee.
  - If an individual is suspected of having contracted COVID-19 and is exhibiting symptoms, including coughing, fever, or shortness of breath, the COVID-19 Response Plan protocol (below) will be followed.

- **Project Meetings**

- Shawmut is discouraging all on-site meetings that could instead be held online (i.e., Skype).
- All on-site meetings, including Coordination and Safety meetings, are being moved to outside or open spaces to avoid large gatherings in confined spaces. Avoid gatherings of more than five (5) people at a time and maintain social distancing.
- To the extent possible, project superintendents are avoiding placing multiple tradespeople in one location at the same time.
- COVID-19 Toolbox Talks are being introduced during the jobsite orientation process and are also being discussed at the Safety and Coordination meetings.
- Handwashing and COVID-19 signage, including prevention tips and lists of symptoms, are being posted in open and obvious locations.

- **Enhanced Hygiene Requirements**

- Shawmut is ensuring handwashing stations are operational with antibacterial soap and warm water where possible throughout our jobsites and offices.
- Shawmut is providing hand sanitizers (with a minimum of 60% alcohol) and wipes—if regionally available—for all our offices, jobsites, and bathrooms.
- All staff are being instructed to eliminate direct physical contact, including handshaking.
- All hard surfaces in the trailer/office are being regularly cleaned with EPA-recommended cleaning agents.

## **ON-SITE COVID-19 RESPONSE PLAN**

*If an individual is suspected of having contracted COVID-19 and is exhibiting symptoms including coughing, fever, or shortness of breath, the following protocol is in place:*

- The Shawmut Crisis Team will be notified.
- The individual will be quarantined and removed from contact with other workers while they wait for transportation.
- If the individual is exhibiting severe symptoms, Emergency Response Services (EMS) will be called.

*For an individual who is exhibiting signs of the flu or Coronavirus, has been to a level 3 country, or is in close contact with someone who is sick with COVID-19, the following protocol will be followed:*

- The Shawmut Crisis Team will be notified.
- The individual will not be permitted to enter any Shawmut jobsite or office.
- All on-site partners will be notified, including on-site trades, staff, and owner.
- The project will be suspended.
- The affected areas will be decontaminated.

We are committed to being a proactive partner to you and your team and maintaining frequent, transparent, and up-to-date communication. We will also help support and integrate any additional COVID-19 protocols and policies you may have in place, as required.

As always, the health, safety, and well-being of our employees and subcontractor partners is our top priority. Thank you in advance for your cooperation and partnership as we all work through this pandemic together.

Thank you,



Les Hiscoe  
Chief Executive Officer

