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## Ecological | Environmental | Engineering

March 19, 2020

To Our Subcontractors;

In order to ensure continuity of services with no disruption to our clients, please take a moment to review these needed steps:

- 1) Please identify any changes to existing planned field work and/or work at client sites. Make sure to define site conditions and potential access limitations while developing project specific mitigation actions to assure that contract requirements are met.
- 2) Document any issues/delays encountered in providing services or obtaining supplies and **communicate those issues to us promptly.**
- 3) **If there are any changes in your business conditions that will result in performance impacts to our contracts, you must let us know promptly.**
- 4) If any of your employees have travelled to, or have passed through, any of the locations designated in a CDC Travel Health Notice Level 3 (COVID-19), they may not be given access to our client worksites for 14 days from the date of departure of the designated area, in accordance with CDC guidance.
- 5) Because of federal reporting requirements currently in place, if any of your employees have been exposed to or test positive for COVID-19, you must **notify us immediately if they performed work at any of our sites.** Please be prepared to list all sites accessed by any infected personnel.
- 6) Please actively monitor CDC guidance and implement measures to prevent and limit the spread of COVID-19 in the workplace. These measures can be found at <https://www.cdc.gov/coronavirus/2019-ncov/>.

We will continue to monitor CDC and state-specific websites for condition changes and protocol revisions. Please let us know if we can be of assistance during this unprecedented event.

Thank you for your continued support to provide safe and healthy work environments.

Sincerely,

MSE Group, LLC