To all J.E. Charlotte Subcontractors,

J.E. Charlotte Construction Corp. (JEC) is committed to taking proactive measures that continue to place a premium on the health and safety of our staff, Clients, and partners during the national and global concerns regarding the spread of Coronavirus (COVID-19.)

JEC continues to monitor latest developments and is communicating updates and preventative measure recommendations from leading health organizations and industry experts to our staff. We also continue to assure that separation of the jobsite limits from project staff where applicable remains a priority and are monitoring and maintaining protective measures daily.

Based on input of industry experts the following items may potentially impact planned operation of in­-progress construction projects:

**Workforce awareness:**

Please educate and advise your employees to be proactive in the efforts to mitigate any cross contamination of COVID 19.

These proactive actions are, but not limited to:

• The awareness to identify the possibility of being infected and having the sense to stay home.

• Bring personal coolers and thermos for hydration.

• Cover mouth should a cough develop while within 6’ of another person.

• Proper disposal / placement of fabrics containing bodily fluids.

• Wash hands on a regular basis.

• JEC is pursuing providing hand wash stations on all JEC projects.