

To: Erland Construction Field Operations & our Subcontractor Community
From: Erland Construction Operations
Date: March 31, 2020
Subject: COVID-19

All,

Please be aware that on March 25, 2020, the Commonwealth of Massachusetts Office of the Governor issued a memorandum with guidelines and procedures for all construction sites and workers that we must conform to immediately. We are asking for your cooperation in doing so. Please review the information below carefully.

In order to continue to provide a safe working environment and comply with the [COVID-19 Procedures & Guidelines \(Attachment 1\)](#), the following is required:

1. Provide a single point of contact from your firm for all discussions regarding COVID-19 Procedures & Guidelines. Erland's site-specific COVID-19 Officer for this project is Reynaldo F.
2. Provide a JHA (Jobsite Hazard Analysis) stating how your firm will comply with the COVID-19 Procedures & Guidelines by **Thursday, April 2, 2020**, prior to beginning the work day.
3. Hold a safety stand down with your onsite employees prior to commencing any activities on **Thursday, April 2, 2020**. It is required that proper training is provided so that all employees (direct hire and subcontractor) understand and are able to comply with the COVID-19 Procedures & Guidelines.
4. Make sure that the [Jobsite Pre-Entry Worker Self-Certification Form \(Attachment 2\)](#) is completed daily, BEFORE the start of work, and is sent electronically to Erland's COVID-19 Officer.
5. Provide proper PPE for your employees as required and mandated by the COVID-19 Procedures & Guidelines. **This includes gloves at all times. Mask and safety goggles must be worn by anyone within six feet of another person.** An N-95 mask and a full-face shield is preferred, but a standard mask and safety goggles are allowable.
6. Immediately stop any and all carpooling. Each person must arrive at the jobsite in a separate vehicle.

We remain fully committed to providing a safe work environment for all.

Thank you in advance and be well,

Erland Construction, Inc

Eric P. Greene
Vice President, Residential Group Manager