



**CONSTRUCTION INDUSTRIES**

**400 LINCOLN AVENUE**

**WARWICK, RHODE ISLAND**

**02888**

**(401) 739-8300**

March 12, 2020

To all employees:

In taking a pro-active approach on the recent Coronavirus epidemic, Cardi Corporation and its affiliated companies are implementing the following policy which is effective immediately:

### **Internal and External Meetings**

Attendance at large gatherings and/or meetings must be limited. If one or two people can effectively attend, communicate and reciprocate the details of the meeting to the rest of the team, this helps to limit the exposure and risk of potentially spreading the virus.

- Weekly cost meetings will be broken out into smaller groups throughout the day.
- Specific people will be asked to video conference into the spring meeting on May 2.
- Safety orientations will be limited to 5 at a time.
- Meeting areas will be disinfected daily.

### **Travel**

We recommend taking the proper precautions on all international travel. Anyone who travels outside of the country on vacation and/or business must stay home for 14 days prior to returning to work. Please research and follow the Center for Disease Control (CDC) recommendations relating to domestic/international travel and cruises.

### **Symptoms**

Employees who have flu type symptoms or believe they were in close contact with someone that has a confirmed case of Coronavirus should stay home and call the RI Department of Health (provided on the next page). In addition, employees who are displaying flu type symptoms will be sent home. Please notify your direct supervisor of your status and follow the direction of your medical provider to avoid the spread of this virus.

### **Pay**

In the event that time out of the office is needed in relation to the Coronavirus, employees will be required to first use their sick time. For any additional time needed, they will have the option of using their vacation time or applying for TDI. The Governor's office is currently looking at allowing people to use TDI as well as unemployment services. We recommend you review the most up to date details on the status of these services.

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### Positive test

Should any employee contract the Coronavirus, closely follow the advice from your medical provider and from the CDC. At your earliest convenience, please begin populating a list of all people you have been in close contact with. The CDC requests this information in order to limit the spreading of the virus. This will also help Cardi to expedite the process of speaking with potential employees you have been in contact with. Then, to limit spreading the virus, Cardi will have a cleaning company come in and sanitize the potential areas that have been contaminated.

### Disinfecting

We ask that all employees keep their work area as organized as possible to help maintain a clean and sanitary work environment. The offices will be disinfected periodically as an additional precaution.

### What You Can Do

Per the Rhode Island Department of Health, the following steps can be taken to protect yourself:

- Avoid close contact with people who are sick.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with your sleeve or a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.

**\*\*\*These policies will be monitored, revised and updated as conditions to this virus change.\*\*\***

### Important Contact Information:

RI Department of Health	401-222-5960
Vlatka Droicic, Director of Human Resources	401-739-8300 ext. 131
Barry Manfredi, Director of Safety	401-739-8300 ext. 134
RI Department of Labor (TDI/Unemployment)	<a href="http://www.dlt.ri.gov/tdi/tdifaqs.htm">http://www.dlt.ri.gov/tdi/tdifaqs.htm</a> .
Center for Disease Control	<a href="https://www.cdc.gov/coronavirus/2019-ncov/index.html">https://www.cdc.gov/coronavirus/2019-ncov/index.html</a>