



MEMORANDUM

From: The Human Resources Department, Coronavirus Taskforce

To: All Employees

Date: March 30, 2020

Re: 5 PERSON LIMIT PER EXECUTIVE ORDER 20-13

Garage: Coffee, Lunch – No more than 5 at the table, maintain separation
No drivers or unauthorized personnel in garage

Engineering: Meetings – ALL meetings will be virtual except for people who work in the office
Outside vendor meetings – virtual or phone only

Concrete: No more than 5 people together at one time

Quarry: No more than 5 people together at one time
Coffee, lunch taken in truck, machine, etc.

Office: No more than 2 people in kitchen at one time
Meetings less than 5 people at any one time
No outside people can attend meetings
Reception – no window, all by phone

Asphalt: No one but operator in control tower

Jobs: No more than 5 people in a meeting at one time
No more than 1 person in a vehicle whenever possible