



COVID-19 Protocol

The health and safety of our entire team is of the utmost importance to LEFKO. In an effort to continue operations in a reduced-risk environment, LEFKO has instituted the following measures to reduce risk to our staff, contractors, suppliers and community at-large at every active project and main office:

1. Require social distancing in all areas where the activity being performed make it possible. This will require some creativity, but it is imperative to maintain a safe distance of at least 6ft
2. Avoid scheduling large group meetings, and when possible conduct meetings over the phone or video conference
3. Reschedule any “non-essential” meetings or conduct conference call or video conference instead
4. Minimize overlap of subcontractors working in the same area of the project where possible
5. Remind everyone daily to stay home if they are not feeling well or have any of the symptoms of the virus
6. Encourage and remind everyone on-site to wash their hands with soap frequently for at least 20 seconds
7. Do not touch your face until after you have washed your hands properly
8. Post the flyers provided in both English and Spanish thorough out all job sites and central office
9. Minimize the overlap of key project personnel (Project Managers & Superintendents)
10. Encourage everyone on-site to share additional ideas that can help keep everyone safe
11. Require everyone at the central to work from home. They shall only visit the office to retrieve materials/information required to perform their duties and must request approval from Marc Lefkovits, Tomas Lefkovits, or Andreina Mendez in advance
12. Be prepared to quickly shutdown the job site at any given time following LEFKO’s COVID-19 Shutdown Procedures, in the event someone tests positive to the virus or has the symptoms
13. Ensure everyone on site is wearing masks at all times

We hope these measures will be short-lived and that we can return to our normal course of business very soon. At this moment if any person of our team is tests positive, LEFKO will temporarily shut down the impacted project, notify the Owner, and conduct detail evaluation to determine next steps, including proper notifications all those potentially affected.

Thank you for your cooperation in our efforts to continue delivering our services in a safer manner for all concerned.

Sincerely,
Marc Lefkovits