



With the uncertainty surrounding the Coronavirus outbreak, we are committed to taking appropriate action to help protect our employees and community. We want to especially do our part to protect those that are most vulnerable to the illness by taking extra precautions to help reduce the spread of the illness.

The following policies will be in effect until Monday, April 6th and may be extended:

- **YOU ARE NOT REQUIRED TO WORK:** Only do what you are comfortable doing. If you do not want to work, there will be no repercussions. If you want to stay home, please do. Please just communicate with your direct report. If you do work, you must follow the policies we have stated below.
- **General Office:** In-person meetings in office are postponed and all office staff will be working from home. **Bob and Stacy are the only staff people allowed in the office. They will not be present at the same time and have coordinated the scheduled times.** Printing requirements have been relaxed. Use text, email, and/or video to distribute forms.
- **Warehouse and Back Room:** Only Junior may enter those spaces. If you need anything out, please communicate with him. He will place it outside for you to pick up.
- **Outside meetings with clients:** In person meetings of any kind are currently on hold until Monday, April 6, and may be extended. This does not mean progress will need to be delayed, all interactions should continue via phone, text, facetime and/or videoconferencing.
- **Sales:** all in-person meetings are temporarily postponed and no visits to showrooms or jobsites should be made. Correspondence with clients can continue via email, phone, text, facetime and videoconferencing from your home. Sales people can open up a model or spec for a client visit, but are to remain in their car until visit is over to secure the building. Please encourage clients to refrain from touching surfaces to limit the spread of any germs or viruses. If you are unsure, please contact Katie for clarification.

- **Selections:** All selections meetings are temporarily postponed. Selections can continue via phone, email, video, text, and/or facetime. An email can serve as an agreed signature.
- **Warranty & Service:** Any non-emergency in house service appointments and service work is postponed. Any emergency service should be handled via email and phone to determine what action may need taken and who we should send over to fix it.
- **Permitting:** All permitting will be done via online or mail applications. When absolutely necessary, non-contact drops and pick-ups can be used.
- **Mail:** Stacy will get the mail and inquire directly with each construction manager for invoice approvals.
- **Finances:** Bills still need to be entered and checks need to be deposited regularly. Draws and cash payments must continue. Stacy and Bob will come pick up any payment or form either taped to a front door or placed in the mailbox. Change orders need to continue to be entered and invoiced.
- **Construction Managers:**
 - Only go to sites as a last resort Questions from trades can be handled via phone, email, text, video, and/or facetime.
 - Onsite inspections should be handled before or after trade working hours when possible.
 - When necessary jobsite visits are made, supervisors must maintain 10' distance from everyone.
 - Jobsites are limited to 8 tradesmen at any time. Schedules should be adjusted accordingly. Only 1 trade may be present in the house at a time and 1 trade may be present outside of the house at a time. Our ProBuilt Staff are considered a trade. No other trades or ProBuilt staff may be present.
 - Project rules should be posted on every job site at each entrance.
 - Communication is key. Please be sure to regularly communicate with the clients via phone, text, facetime, and/or email. No in person meetings or walkthroughs are to be performed during this stay at home order.
- **Assistant Construction Managers:**
 - Assist the Construction Managers as needed by visiting the sites and enforcing our jobsite policies. No other trade and/or ProBuilt Staff shall be present in your location. If you are inside, only 1 trade can be outside. If you are outside, only 1 trade can be inside.
 - Work from home by updating Co-Construct. Regularly communicate with your construction manager.
 - Be sure to adhere to the Jobsite Policies yourself.

- **Joe and Dean:** Only be used in limited capacity, emergency services and/or once a house is empty from trades and any other ProBuilt Employee.
- **Affected Projects:** If these policies will impact your ability to keep a project moving, please reach out to Bob or George so that we can strategize solutions.
- **Model/Spec Homes:** open houses are postponed and Assistant Managers need to check on them weekly. Sales people may allow people to visit by opening the house and waiting in their cars until the visit is complete. Please be sure to secure and return the house as needed. It is recommended to bring some kind of sanitizing materials to sanitize the doors and/or surfaces. We are asking visitors to refrain from touching surfaces to limit the spread of germs/viruses.
- **Meetings:** We will continue to meet via ZOOM, Facetime, and/or Google Hangouts. Bob will set up the meetings for Sales, Leadership, and Construction. Please be logged into wi-fi during your meeting time to ensure a good connection.
 - Sales – Tuesdays at 10:30 – Katie, Bob, Lindsay A, David, Krystel, and Lindsay D. – Krystel will email out agenda before meetings.
 - Leadership – Tuesdays at 11:30 – Bob, Katie, Bryan, George, and Leslie
 - Construction – Thursdays at 8:30 – Bob, Josh, Bryan, Joe, Dean, Jurod, Stacy, Junior, and Lisa. Bob will email out agenda. Katie and Bob will talk before to get update on Selections.



Jobsite Policies (to be posted on jobsites):

- **You are not required to work. Only work if you are comfortable. There will be no repercussions. If you do choose to work, you must follow the policies stated below.**
- **CUSTOMERS: You may not enter a house if a trade is present. Please visit your home after normal trade hours. NO In-person meetings will occur during this time. Please use email, text, and phone to communicate with the ProBuilt Staff.**
- Only 8 people are to be on any project site at any given time. Only 1 trade in the house at a time and only 1 trade outside of the house at a time. For example, the sider cannot be present if the excavator is tying in sewer. The HVAC team cannot be present if the electrician is in the house. **NO EXCEPTIONS.**
- Anyone who is exhibiting signs of being ill or who has someone in their household who is ill may not enter the project site. It is the subcontractors' responsibility to evaluate their staff daily.
- We highly recommend going about your work as though you and the others are carrying the illness, and act accordingly. For instance:
 - Maintain a minimum 6', but a preferred 10' distance from others. Our construction staff have been instructed to maintain 10' distance from all people, please respect and do your part to maintain this.
 - Wash/sanitize hands regularly
 - Bring spray bottles and rags to sanitize tools, door handles, etc.
 - Use rags to open/ close doors (keep a rag handy)
 - Refrain from sharing of cups, pens, pencils, plan-sets, tablets, laptops, tools, or any other items that may carry germs.
- No toolbox talks or gatherings. No group smoking.
- Discontinue the use of community water, coffee, or food.
- Avoid touching your eyes, mouth, nose and face.
- Avoid handshakes and close contact with team members, and always wash/sanitize your hands following contact.
- No eating at the job site. Eat in your vehicle. No food delivery to the jobsite.
- Please contact the construction manager with any questions.

It is important to realize that the effects of these measures are not only to protect our families and clients, but to help those that we may never realize. Because those with coronavirus may not feel any symptoms for up to two weeks, they are more likely to spread the virus. Awareness and precautions such as those being taken by our business will help reduce the perpetuation of the illness and the burden on medical facilities. If you have any concerns or questions, feel free to reach out to your construction manager or Bob at the office 440-255-6535 ext. 11.