



LAND SURVEYING ● LAND USE PLANNING ● CIVIL ENGINEERING ● ENVIRONMENTAL

March 26, 2020

RE: COVID-19

At Harmsen, we are carefully monitoring the situation and following guidance from the Centers for Disease Control and Prevention and state and local health authorities as well as coordinating with industry peers. The health and safety of individuals on our job sites is our priority. We know that prevention is key and want to share the steps we are taking.

- Each job site has and will maintain the necessary supplies for preventive measures for cleaning workspaces and tools.
- Each job site provides access to handwashing stations and/or hand sanitizers.
- Our employees and subcontractors are encouraged to follow CDC's best practices for prevention.
  - Wash hands vigorously with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% alcohol for 30 seconds.
  - Do not touch eyes, nose or mouth with unwashed hands.
  - Refrain from shaking hands with others for the time being.
  - Cover coughs and sneezes with a tissue, then throw the tissue in the trash.
  - Disinfect high-touch areas frequently with sanitizing cleaners or wipes.
  - Do not share drinking containers.
  - Do not use other workers' desks, keyboards or phones.
  - Avoid sharing tools and disinfect as needed.
  - Maintain 6+ feet of distance between yourself and others.
  - Routinely clean workstations, countertops, doorknobs, and break/meal areas. Use regular cleaning agents and follow the directions on the label.

Most importantly we ask everyone to stay home when you are sick - it's the best preventative measure to stop the spread of COVID-19. The symptoms of COVID-19 are fever along with a dry cough and shortness of breath or difficulty breathing. [Attached to this letter is a symptom chart with additional information.](#)

- Individuals diagnosed with the virus must receive a doctor's note to return to work which is to be maintained on file with the individual's employer.
- Individuals exhibiting visible symptoms (but not diagnosed) consistent with the virus should stay home or will be sent home to minimize the risk of contagion to others.
- Individuals must receive a doctor's note to return to work which is to be maintained on file with the individual's employer.
- Individuals that do not have symptoms but have been exposed (within 6 feet) to someone who has symptoms or has been diagnosed with the virus should stay home for 14 days and seek medical attention if exhibiting symptoms.
- Report any diagnosis, symptoms or exposure to site Superintendent in addition to Harmsen & your supervisor.
  - Individuals will be asked to provide the name(s) of any individuals (employees, clients, and partners) whom they've been in contact (within 6 feet) within the previous 14 days so that we may take protective measures as necessary.

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EVERETT (ASPI)  
5205 S. 2<sup>nd</sup> Avenue, Ste. A  
Everett, WA 98203  
425-252-1884

MONROE  
125 East Main Street., Ste. 104  
Monroe, WA 98272  
360-794-7811

MOUNT VERNON  
603 South First Street  
Mount Vernon, WA 98273  
360-336-9199

OAK HARBOR  
840 SE 8<sup>th</sup> Avenue, Ste. 102  
Oak Harbor, WA 98277  
360-675-5973

- Individuals that have traveled abroad within the last 30 days are asked to self-quarantine for 14 days.

**Additional measures-**

- The option of having virtual/phone meetings rather than face-to-face meetings will be assessed and scheduled as appropriate.
- We will evaluate any travel needs on a case by case basis per project.

This is a unique situation for all of us. It is important that we work together to support the success of the project and the client. Please contact Human Resources if you have any questions. We will continue to closely monitor the recommendations of the CDC and will inform you immediately if there are any changes we implement. Thank you for your support in the days ahead as we prioritize the health and safety of all involved on the project.

## COVID-19 compared to other common conditions

SYMPTOM	COVID-19	COMMON COLD	FLU	ALLERGIES
Fever	Common	Rare	Common	Sometimes
Dry cough	Common	Mild	Common	Sometimes
Shortness of breath	Common	No	No	Common
Headaches	Sometimes	Rare	Common	Sometimes
Aches and pains	Sometimes	Common	Common	No
Sore throat	Sometimes	Common	Common	No
Fatigue	Sometimes	Sometimes	Common	Sometimes
Diarrhea	Rare	No	Sometimes*	No
Runny nose	Rare	Common	Sometimes	Common
Sneezing	No	Common	No	Common

\*Sometimes for children

Sources: CDC, WHO, American College of Allergy, Asthma and Immunology

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