



Covid-19 Guidance & Mask update August 31, 2021

Hi Kiwi Team,

We're heading into fall and winter, 2021. While we thought we had seen the tail end of the Pandemic, it appears the Delta variant has caused a spike in cases, leaving a cause for concern, even for the vaccinated. We've been watching for guidance of the CDC and the State of California, as well as the county of Riverside, and wanted to update you all on current policy and procedure. Please read thoroughly so that you understand and practice care.

Posting and Policies:

Please note that we have postings in the break room regarding COVID-19, the FFCRA and other required Federal and State postings. You can also find important postings on our website: www.kiwiconstruction.com, under the header "ABOUT Kiwi II", then click "Information for Employees". Make sure to check the site for updates!

Health and Safety:

We will be implementing safe practices for the workplace, as suggested by the CDC and the State of California. This includes, but is not limited to, proper use of face coverings, company policies regarding cleaning and disinfecting, as well as work meetings and travel. **Face coverings or masks are required to be worn for EVERYONE (even if you are vaccinated) if: you are away from your desk, in any common area, you cannot practice safe distance, you have any symptoms of a respiratory illness, or if you are at a higher risk** (Remember, if you have ANY symptoms of a cold or fever or even a slight cough, you should stay at home. Also, if you or someone in your household has any symptoms, you must also stay at home. Guidance on how to manage is on the website and you can also reach out to management for any clarifications.)

If you or someone in your household has been exposed to Covid-19, please contact your supervisor immediately and we can discuss best practice, including Covid testing, quarantine and remote work.

Hand washing and safe distancing (at least 6 feet) are still the recommended best practices for substantially reducing the risk of infection. Remember the Hand Washing video? That's still an excellent defense and should be continued! There are signs throughout the office on proper washing and hygiene. Consider bathrooms to be sanitizing stations as they currently are stocked with soap, paper towels, hand sanitizer and sanitizing spray.

Limit use of the breakroom, refrigerator and water cooler and practice safe measures when in common areas (washing hands before and after, wiping down with cleaner or sanitizer). Please, no congregating in the breakroom or hallways. The flow of the workplace will be organized to help avoid bottlenecks and common busy areas.

Meetings will be held in areas where social distancing can be practiced. Wherever possible, phone conference meetings will be held. Again, it will be important to avoid congregating in small spaces, such as offices, where distancing cannot be done safely. If meetings are needed, face masks are required. There are also air filters in common areas that will help facilitate air flow.

Avoid sharing any office items, including phones, keyboards, and any personal objects. **Please wipe down your phone and desk daily.** Cleaning supplies are available upon request.

Our janitorial team is still cleaning and sanitizing Wednesdays and the weekend. Make sure your desktop areas are cleared for the deeper cleaning.

Kiwi II has available for your use, N95 respiratory masks upon request. Please make sure to wear clean face coverings and/or masks. Avoid touching eyes, nose, and mouth between hand washing. We will continue to limit outside access to the office. Vendors and family members should continue to practice distance. This is for everyone's well-being.

Brian Foley is our Safety Director. If you have any safety concerns, please continue to reach out to Brian. Becca and Wayne are also available with any concerns or questions you may have as we transition to the next phases of returning to work.

We will continue to keep the team updated on important information as it comes in.

Thank you all for your continued diligence. We realize it's been frustrating, scary and tricky and appreciate you all doing your part to keep us all healthy and our families healthy.

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