



VOLUMETRIC BUILDING COMPANIES

To Our VBC Employees and Families,

Caring for our employees and their families is our top priority. At this time, the Construction Industry is continuing and the demand for our products remains strong. Normal operations continue as we take measures to inform our employees and their families of their role in maintaining a healthy environment. We understand the concern and uncertainty you may be experiencing surrounding the coronavirus (COVID-19) and are committed to being responsive as the situation evolves. Ongoing, we monitor for the latest information from the [Centers for Disease Control](#) and other trusted sources regarding best practices at this time.

Company-wide, we have canceled non-essential travel and are encouraging the usage of technical resources to facilitate meetings. At several locations, where possible, we are examining flexible schedule and remote arrangements. We added cleaning supplies and stepped-up cleaning protocols to include increased attention to common area surfaces and fixtures. We encourage you to take the same precautions in personal workspaces as well.

Take care of yourself and start using best practices from the CDC, including

- **Washing your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, **using a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoiding touching your eyes, nose, and mouth** with unwashed hands.
- **Stopping handshaking** – use other noncontact methods of greeting
 - **Cleaning AND disinfecting frequently touched surfaces regularly.**
- **Covering your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow. Remember to afterwards, wash your hands with soap and water.



Call your doctor if you develop symptoms and have been in close contact with a person known to have COVID-19 or have recently traveled from an area with widespread or ongoing community spread of COVID-19.

Those employees experiencing flu like symptoms including fever of 101 degrees and/or respiratory symptoms including cough, sore throat, runny nose, are recommended to stay home and not come to work until they are free of fever (100.4° F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

We know that healthcare offices and medical facilities are currently extremely busy. With potential difficulties scheduling an appointment with your primary doctor and the waits at urgent care facilities, we encourage everyone enrolled in a company healthcare plan to utilize our Teladoc benefit.

Should you have individual circumstances or concerns to relay, kindly contact your manager so they can work with you to make sure to address them immediately.

Thanks for your help in keeping our organization safe and healthy for all!

David Molotsky

David Molotsky
VP, Human Resources