



**Grace Pacific LLC**

A SUBSIDIARY OF ALEXANDER & BALDWIN, INC.

GP Roadway Solutions • GPRM Prestress • GLP Asphalt • Maui Paving

March 17, 2020

**Subject: Grace Pacific Business Continuity COVID-19 Precautions and Response**

Dear Trade Partner/Subcontractor:

As the coronavirus (COVID-19) continues to make impacts to people and businesses around the globe, Grace Pacific LLC and its subsidiaries (“Grace Pacific”) are taking this opportunity to share with you information, guidance and policies that we have in place that we can all use to protect each other on our job sites.

Please take the time to review and share the following information with your employees.

**Travel and Access to Our Sites and Offices**

Employees at your company who have been to a Level 3 country listed on the CDC Alert List ([www.cdc.gov](http://www.cdc.gov)) within the past 14 days will not be permitted to return to the project site for at least 14 days after returning from a Level 3 country, and only after presenting a negative test for COVID-19.

If an employee at your company had contact with an individual that has traveled to a Level 3 country within the past 14 days, these individuals will not be permitted to return to the project site until they have been symptom free for 14 days from the date they interacted with the Level 3 traveler.

If an employee had close contact with an individual who has a confirmed positive test result for COVID-19, they are not allowed at the project site until they have been symptom-free for 14 days from the date of contact and can present a negative test for COVID-19.

**Supply Chain**

You are to notify Grace Pacific, with substantiating documentation as soon as you have knowledge of any actual delay in any part of your supply chain that will affect your ability to maintain schedule on the project. Notify the Grace Pacific Project Manager assigned to your project. We will review the notices and meet with you to discuss alternatives, if any, to mitigate any delays. Also, we need this information so that we can keep our client informed about the status of their project and, if needed, request for relief (additional days, etc.).

**If Your Employees are Sick**

Please communicate with your employees to stay home if they are feeling ill, have fever, cough or difficulty breathing. They should not return to the project site until they show no signs of illness or fever, without the use of a fever reducing medicine, for 24 hours.



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You can find answers to many general questions related to the Coronavirus (COVID-19) on the CDC website, [www.cdc.gov](http://www.cdc.gov). We will continue to closely monitor the situation and our policies and guidelines may change as the situation continues to evolve.

Thank you for doing your part in ensuring that our jobsites promote a healthy and safe environment for all people.

Please don't hesitate to contact me with further questions or comments.

Sincerely,

GRACE PACIFIC LLC

DocuSigned by:

*Mike Lueskow*

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Mike Lueskow

Director of Risk Management, Environmental, Health and Safety