



**Ajax Paving
Industries, Inc.**

An Equal Opportunity Employer

1957 Crooks Rd., Suite A • Troy, MI 48084
Main: 248.244.3300 • Fax: 248.244.0800

EMPLOYEE LETTER

March 25, 2020

Dear Ajax Employee:

Please be advised that Executive Order 2020-21 (COVID-19) issued by Governor Whitmer on March 23, 2020 deems all construction workers as "critical infrastructure workers" who are expected to continue to work on Michigan infrastructure construction projects. Ajax Paving Industries, Inc. and Ajax Materials Corporation are both companies engaged in the construction of public works projects which are exempted from the prohibitions of the Executive Order. You, as an employee of Ajax Paving Industries, Inc. or Ajax Materials Corporation, are a "critical infrastructure worker" who is expected to continue to work on Michigan infrastructure construction projects. Please accept this letter as Ajax Paving Industries, Inc.'s or Ajax Materials Corporation's formal designation of you as a "critical infrastructure employee" and formal notice to continue to work until otherwise advised.

Attached for review please find recommended social distancing practices and other mitigation measures to protect against the spread of COVID-19. You shall strictly adhere to them while working during the duration of the Executive Order.

If you have any questions or concerns, please contact Christina O'Brien, Director of Human Resources for Ajax Paving Industries, Inc. and/or Ajax Materials Corporation at (248) 765-0435 or cobrien@ajaxpaving.com.

Sincerely,

Ajax Paving Industries, Inc. and Ajax Materials Corporation



Mark K. Johnston
President

Ajax Paving Industries, Inc. and/or Ajax Material Corporation Social Distancing Guidelines and Mitigation Measures

Ajax Paving Industries, Inc. and Ajax Material Corporation is committed to preserving and maintaining the health and safety of our employees, customers, and subcontractors. We will continue to closely monitor information around the local and global impact of the evolving novel coronavirus, COVID-19, and advise you of any critical updates. Presently, we have adopted the recommendations of the U.S. Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), State of Michigan and U.S. Federal Government for social distancing practices and other mitigation measures to protect workers and patrons. As a critical infrastructure employee, you must follow these practices and measures:

- ✓ Work remotely to the fullest extent possible.
- ✓ Maintain at least six feet from one another to the maximum extent possible.
- ✓ Frequently wash your hands thoroughly with soap and water for at least 20 seconds or an alcohol-based hand sanitizer that contains at least 60 percent alcohol;
- ✓ Avoid touching your eyes, nose and mouth.
- ✓ Cover sneezes or coughs with tissues, if possible, or else with a sleeve or shoulder;
- ✓ Avoid close contact with people who are sick;
- ✓ Do not use other employee's phones, desks, offices, or other work tools and equipment when possible.
- ✓ Clean and disinfect frequently touched surfaces and objects.
- ✓ If you are not feeling well, or have sick family members at home, do NOT come in to work.
- ✓ If you develop respiratory issues or begin to feel sick while on the job, stop working, inform your supervisor, obtain authority to go home, and stay home until you receive authority to return from Christina O'Brien, Director of Human Resources for Ajax Paving Industries, Inc. and/or Ajax Material Corporation.

Our policy includes the following company actions. We shall:

- ✓ Send home any employee with respiratory illnesses.
- ✓ Prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person who is known or suspected to have COVID-19.
- ✓ Routinely disinfect surfaces.
- ✓ Restrict the number of workers present on premises to no more than is strictly necessary to perform Ajax's critical infrastructure functions.
- ✓ Adopt protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- ✓ Take steps to make it easy for workers to frequently wash their hands.

As we are all operating in a very fluid environment, with potential City, State, or National regulations regarding COVID-19 changing on a daily basis, we will remain committed to the safety of our customers, employees, and the communities we serve, and will remain open and operational as long as we can safely do so. Should the company adopt different or alternative practices and measures, you shall be notified in writing.