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MEMORANDUM

Date: March 18, 2020

To: SPC Management and Site Supervisors – ONLY (Revised)

From: Antonio Burrola, CEO

A handwritten signature in blue ink, appearing to read "Antonio Burrola", is placed to the right of the "From:" field.

Subject: Guidance and Preparing Our Workplace for COVID-19

In the effort to ensure the most effective response to the COVID-19 Pandemic, Sonoran Pueblo Contracting, LLC will need to follow the preventative and proactive measures for the health and well-being of our SPC employees, clients, vendors, visitors and our Tribal communities.

The COVID-19 outbreak could affect our workplace and we could experience:

- **Absenteeism.** Workers could be absent because they are sick; or are caregivers for sick family members or afraid to come to work because of possible exposure.
- **Change in patterns or commerce.** Consumer demand of items is likely be affected; Consumers may change delivery hours, prefer other options for delivery and reduce person-to-person contact.
- **Interrupted supply/delivery.** Shipment of items coming from other parts of the states may be delayed or cancelled with or without notification.

How Does SPC Prepare and Implement Basic Infection Prevention Measures:

- Promote frequent and thorough hand washing by providing workers, customers, and worksite visitors with a place to wash their hands. (thorough hand washing means washing for a minimum of 20 seconds with soap and hot water or hand sanitizer).
- Encourage SPC employees to stay home if they are sick or show signs of being sick.
- Encourage respiratory etiquette, including cough and sneezes.
- Provide customers and the public with tissues and trash receptacles.
- Increase the physical distance among employees, if feasible. Eliminate handshaking. Social distancing means remaining out of congregate settings: avoid mass gatherings of 10 people or more (distance of approximately 6 feet) from others when possible.
- Discourage workers from using other employee's phones, desk, offices, or other work tools and equipment, when possible.
- Double regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment and other elements of the work environment.

The Pascua Yaqui Tribal Council is also planning and organizing the appropriate measures and will continue to keep SPC updated as changes arise, should this affect our day-to-day operations.

Lastly, SPC will continue to work as normal and you will all be updated if any plan of action will need to take place to protect the health and safety of our employee's and community.