

**From:** Edward Richardson  
**Sent:** Monday, March 16, 2020 8:11 AM  
**To:** All Seattle Employees  
**Cc:** Rick Seter; Mike Trautman; Patrick Fogel  
**Subject:** moving forward

Team

- Moving forward our safety meetings will be held on craft basis. We need to make sure our groups are no larger than 50 people. This will be challenging as we have crafts that are over 50 people. So we will have to split up into groups within the crafts. The L-3s for the crafts will work this out amongst their own crafts under their supervision. Any space used for these meetings need to be wiped down. It is also required that these meetings be held out in open air (outside).

We will also be splitting our lunches up in effort to keep our numbers down. Effective 3/16/2020

- 10:30- 11:10 Boilermakers, Labors and PFD
- 11:20-12:00 Riggers, Mech, Carp ,EIE and painters
- No change to swing at this time
  
- Moving forward please ensure you are all washing your hands frequently as you can. We have teams sanitizing meeting rooms and cafeterias between lunches and breaks. We are also doubling our efforts on all touching surfaces throughout the yard. Please no group lunches i.e. buying pizza or donuts for your teams until further notice. If yourself and or somebody you came into contact with has tested positive for COVO 19 please report to myself and or HR as soon as you become aware of it. If you have questions to this email or need further direction please do not reply all on this email reply to myself.

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