



Memorandum

To: Contractors and Vendors

From: Maurice A. Jones, Director of Procurement

Dated: June 17, 2020

Subject: Contractor/Vendor Facial Mask and Social Distancing Guidelines

To All Our Valued Contractors/Vendors,

With growing concerns about the impact of the Novel Coronavirus Disease (COVID-19) and the ability for it to spread through respiratory transmission, LYNX's highest priority is ensuring our staff and the public are safe and taking the necessary preventative measures in order to mitigate the spread of COVID-19. Because of that concern, we are requiring that any contractor/vendor visiting a LYNX facility wear the appropriate Personal Protective Equipment (PPE) and practice social distance measures as outlined by the Center for Disease Control and Prevention (CDC) guidelines.

As a reminder, facial masks and/or cloth coverings should be worn at all times, individuals should be at a minimum of 6' feet apart while in a common space and there should be no physical contact such as hand shaking with staff or members of the public. Individuals should be careful not to touch their eyes, nose, mouth, etc. and should wash their hands frequently.

Facial masks and/or cloth coverings should:

- fit snugly against your face;
- be secured with ties and/or ear loops;
- include multiple layers of fabric; and
- allow for breathing without restriction.

Thank you for your cooperation regarding this matter.

Regards, Maurice A. Jones