

COVID-19 UPDATE

March 17, 2020



Team:

As we all continue to deal with the challenges presented by the COVID-19 (Coronavirus) situation, I wanted to communicate our priorities and direction for our employees. During this unprecedented and rapidly changing situation, Snyder Langston remains committed to the health and safety of our employees maintaining our responsibilities to our clients by keeping job sites open and safe while maintaining our project schedules.

With these goals in mind and in an effort to reduce the spread of COVID-19 (Coronavirus) in our community and workplace, **Snyder Langston is keeping our offices & job sites open while also encouraging our employees to temporarily work from home where possible, beginning tomorrow, Wednesday, March 18, 2020, through at least March 31, 2020.** We will re-evaluate this temporary policy at that time and make adjustments as necessary. At the end of the day today, please take all items home with you that are necessary to perform your job role, including laptops, chargers, paperwork, and monitors.

In order to keep our job sites open and safe while maintaining our project schedules, some personnel will need to remain onsite to manage our subcontractors. I am asking each Project Executive to work with their project team to develop the best plan of action to accomplish these goals while limiting personal contact per the CDC and latest government recommendations.

Maintaining an open and safe job site while having most personnel work remote is a unique challenge to say the least. I ask during this unprecedented time you maintain constant communication with your team and your manager. I encourage each Project Team to set up twice daily team meetings using Zoom to help maintain communication on all matters. Working remote will mean being available during all business hours and accomplishing tasks necessary for the project to remain on schedule. We should use this new experience as an opportunity to work productively and proactively plan.

To be clear, Snyder Langston remains open for business and all employees who are not sick or taking pre-approved time off are expected to continue to remain productive during this challenging time. Snyder Langston is committed to maintaining pay and benefits to all employees throughout this temporary period of adjustment and I appreciate your ability to remain flexible as our nation and community work through this challenge together.

I also want to communicate that at this time we are not aware of any reported COVID-19 cases with any Snyder Langston employees or our subcontractor's workforce on our projects. The measures discussed above are purely proactive to prevent further spread within our local community.

Thank you for your understanding in this matter and if you have any questions or concerns, please contact your manager and Stacey Perusse in Human Resources. For any IT issues or questions, please contact Steve Park via email or cell phone. I will be sending more information as it becomes available and as regularly as possible.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jason Rich', written in a cursive style.

Jason Rich
President & COO