



Covid-19 Response
As of: 04/01/20

Clients, Employees, Trades, Partners:

ALL FIELD OPERATIONS INCLUDING REPORTS, TRADE CONTRACTORS, CARPENTERS, AND STAFF FOR ALL ACTIVE CONSTRUCTION JOBSITES ARE CLOSED AS OF 5 PM ON WEDNESDAY APRIL 1, 2020

This is a Temporary and Voluntary shutdown FOR THE LONG-TERM SAFETY, HEALTH, AND WELL-BEING OF OUR CLIENTS, OUR EMPLOYEES, OUR TRADE PARTNERS, AND THE BUSINESS. This situation will be re-assessed as more information becomes available and as the current health crisis either improves or deteriorates.

We may choose to evaluate future work and jobsites on a case by case basis in the coming weeks and this will include adhering to new or additional government and regulatory orders as well as CDC/OSHA/National Safety Council guidance.

The **OFFICE** will continue to operate AS NEEDED FOR ESSENTIAL OPERATIONS ONLY, but with a very limited number of manager staff in the office at any given time and we will all remain extra vigilant with the cleanliness of the bathroom and other public spaces.

DESIGN AND ARCHITECTURE will continue to operate remotely only with no in-person meetings. Design will potentially operate 1-2 days per week in the office as needed. As of this particular Covid-19 update from Spectrum all jurisdictional permitting offices are operating online and we are utilizing these platforms – NO PERMIT OFFICES are operating in person. We are working on setting up Zoom calls and other means of communications in order to make design decisions and materials selections.

CONTINUING DIRECTIVE FROM 03/13/20: ALL EMPLOYEES, CONTRACTORS, AND TRADES: If you are – or even feel sick - do not report to the office or interact with anyone – EVEN TO PICK UP PAYMENTS OR PAYCHECKS. Seek medical advice if needed and visit only when you feel better.

NEW PROJECTS IN DESIGN DEVELOPMENT/NEW SALES: We will begin to reassess all new projects, projects in design-development during the week of April 5, 2020 and you should expect to hear from Keith Vaughan at some point during that week.

Do not hesitate to contact Keith Vaughan directly in the office, or at 202-439-7985.