



March 20, 2020

ATTN: VALUED BUSINESS PARTNERS
SUBJECT: COVID 19 UPDATE

In these unprecedented times, and the fluid situation related to the COVID-19 virus, we would like to share a quick update on the proactive steps Clayburn has taken to keep our company personnel and community safe while continuing to deliver our quality services.

We understand that you will have needs during this crisis, and to service you during this time, we want to assure you that we are most definitely open for business. Our team at Clayburn has collectively worked to develop and institute policies and procedures to be certain that this can be done while maintaining the health and safety of our employees, employers and vendors and preventing the spread of the virus.

We have instituted internal measures to limit employee exposure: encouraging enhanced personal hygiene, working remote, flex hours, staggered schedules, using online meetings, limiting travel, limiting office visitors, etc.

Additionally, we have a rigorous Infectious Disease Preparedness and Response Plan in effect that addresses performing field work in our shops, at local jobsites and jobs requiring travel and overnight stays.

At Clayburn, our priority is to protect the health of our staff and community while limiting business disruption. As such, we stand ready to continue servicing your business needs in a safe and responsible way.

We appreciate your support and invite you to reach out to us if you have any questions.

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