



COVID-19

Employees,

As you know, the COVID-19 Virus is going to be a major disruption to our lives. Please understand that your leadership team is discussing the best way to manage this crisis. We will be as transparent as possible with you during this unsure and unprecedented time in our history. We also believe that this can be an opportunity for our team to rally together.

We want to present a first draft of our Emergency Response Plan. We ask for your grace and understanding that this plan will evolve as we have more information.

We have created a 5 Level Plan for responding to the COVID-19 threat:

As of today, and until further notice, our company is officially at LEVEL 3 – CAUTION.

1. Level 1 - Business as usual
2. Level 2 – Precaution
 - a. Travel still acceptable with approval from management
 - b. Employees must work from home if they are ill
 - c. Employees will continue to work in the office or at their jobsite if not ill
 - d. Enhanced office cleaning procedures
 - e. Our CEO will send a communication to all staff members to announce changes in our plan
 - f. If an employee receives a question from a client about our response in this emergency, please discuss your response with your manager and send it to the client with a copy of the email to the CEO at (CEO@Company.com), we trust you to respond to clients, we're asking for the CEO to be copied so we can gauge the volume of client inquiries and respond appropriately
3. **Level 3 – Caution**
 - a. **Travel still acceptable with approval from management**
 - b. **Employees must work from home if they are ill**
 - c. **Employees may continue to work in the office or on jobsite if not ill**
 - i. **If working from the office or jobsite, all employees should take their laptops/devices home each evening in case we change Emergency Plan Levels suddenly**
 - d. **Employees may work from home at their discretion**
 - e. **Our CEO will send a communication to all staff members to announce changes in our plan**
4. Level 4 – Extreme Caution
 - a. All travel suspended
 - b. Employees must work from home
 - i. All employees should take their entire workstations (desktops, laptops, tools) home with them

- c. Our CEO will send a communication to all staff members to announce changes to our plan
- 5. Level 5 – Temporary Suspension of All Business Activity
 - a. All company activity suspended until further notice
 - b. Our CEO will send a communication to all staff members to announce changes in our plan
 - c. We hope to never ever reach Level 5, but want everyone to know we have plans for all potentialities and will continually re-evaluate our situation

All questions regarding our response to this dynamic situation can be addressed to me at:

CEO EMAIL

CEO CELL PHONE

My intent with this email is to let all of our employees know we have a plan and will continue to update you on the plan as the situation evolves.

Thank you,

CEO