



COVID-19 Update March 20, 2020

To Our Adams-Bickel Associates and Business Partners:

This update is issued to keep our associates and business partners abreast of changes that we are making in response to Governor Wolf's press conference yesterday (March 19, 2020). In keeping with his order, we have shut down all our field operations until we receive further direction from the Governor's office.

The following operational changes have been implemented to adjust to the rapidly changing situation, and to help protect our associates and business partners from the spread of this virus.

These include:

- Effective today **work at all of our jobsites is being halted.**
- All our **office associates are instructed to work remotely**, and we have advised them of proper personal hygiene and social distancing techniques.
- All our **project supervisory personnel are instructed to work remotely**, and we have advised them of proper personal hygiene and social distancing techniques.
- There will be **no in-person meetings during this emergency.** Any necessary meetings are to be **held via conference calls or web conferencing to avoid interpersonal contact.**
- We will **continue to process payments to all our Specialty Contractors and Suppliers** to the best of our abilities. **All invoices submitted to us should continue to be sent to invoices@adamsbickel.com** to ensure that they are processed in a timely manner.
- The best way to contact any of our associates during this shutdown is **via email or cell phone.** Our general office voicemail will be checked periodically.

We want to thank our associates who must work to maintain our Company's operations during this time and appreciate their flexibility in adjusting their home life to accommodate their responsibilities.

As additional developments related to the coronavirus occur, we will update you on any extra measures we are taking to ensure the safety of our associates.

Regards and please stay safe!

ADAMS-BICKEL ASSOCIATES, LLC

Gustavo I. Perea, CEO