



A. J. Padelford & Son, Inc.

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general contractors • developers • architects

Dear Clients and Partners,

A.J. Padelford & Son, Inc. is committed to the overall well-being of our people, their families, our customers, and communities. The COVID-19 outbreak represents an unprecedented challenge to all of us.

We want to let you know that we are constantly monitoring developments regarding the COVID-19 pandemic and implementing plans and procedures responsive to the information we are receiving from the CDC, federal and local authorities, and our own best practices.

We will be implementing the following procedures that will be in place until the circumstances no longer warrant:

- CDC recommendations for prevention of spread of COVID-19 will be posted in multiple places around our office, jobsites and they will be monitored.
- All workers are requested to maintain a social distance of six (6) feet whenever reasonably possible.
- We have increased the frequency of cleaning our office and jobsite trailers.
- Any workers who feel sick have been instructed to stay home until we deem they're safe to return per CDC standards.
- Meetings with our clients, subcontractors, and other business partners will be conducted over the phone or online.
- We are monitoring the availability of labor, materials, equipment, and other items that may be impacted by COVID-19, and also impacts from decisions by local authorities to suspend or reduce services that support our projects (inspections, permits, plan reviews, etc.) so that we can keep all project participants updated on any impacts to their projects.

Our executive team is meeting daily and we will continue to monitor the situation and adapt our policies and procedures as necessary, with the constant goal of keeping people safe.

This is a new and uncertain time for all of us, and your understanding and cooperation with our efforts is greatly appreciated.

Sincerely,

A.J. Padelford & Son, Inc. Executives