



Coronavirus/COVID-19

Business Continuity Update

Xcel Mechanical's Leadership Team now meets daily to assess and react as best we can to the constantly evolving COVID-19 pandemic. Protecting our employees' health and safety is our top priority. It is also our intent to maintain business-critical operations to the best of our ability. Recognizing that ongoing communication and collaboration is critical to achieve both priorities, we release the following COVID-19 Business Continuity Update for your review. We value your perspective, invite your comment, and need your continued partnership as we work together to keep our employees safe and our business viable.

ACTIONS TO-DATE

- Disseminated CDC guidelines designed to generate awareness, answer key questions, and to help decrease the spread of COVID-19 at home, school and in the workplace
- Disseminated OSHA guidelines on preparing workplaces for COVID-19
- Disseminated updates to all employees from local congressional district
- Encouraged all employees to practice healthy respiratory hygiene
- Implemented strict enforcement of stay-home-when-sick policy
- Implemented morning health screenings of all employees
- Increased building-wide disinfectant wipe-down efforts to twice daily
- Ensured disinfectant wipes are available to all employees at key points throughout the building
- Eliminated non-essential work travel and attendance at conferences, shows and trainings
- Eliminated non-essential visits to the office by our subcontractors and suppliers
- Postponed all company events
- Eliminated large meetings in the office. Limited offsite face-to-face meetings.
- Implemented the company's first-ever Telework Program

ACTIONS NOW UNDERWAY

- Completing work on a company-wide "Infectious Disease Outbreak Response Plan"
- Monitoring new health crisis developments daily, while also attempting to plan for and mitigate foreseeable negative impacts on the national and local construction industry
- Working with vendors to forecast possible impacts on labor, equipment and material sourcing
- Investigating Project Team redundancy planning and staffing options
- Working to interpret new laws, mandates and recommendations from federal, state and local governments that could impact our company

March 19, 2020