

## Allan Myers, COVID-19 Health and Safety Guidance and Policies

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To our valued partners:

At Allan Myers our priority is the health & safety of our employees, clients, partners, and the communities we serve. We would like to share with you how we are responding to the rapidly changing environment caused by the continued spread of COVID-19. Allan Myers is taking precautions on our jobsites and offices to maintain our operations while acknowledging that there may be needed adjustments.

*To our Clients-*

- We are committed to serving you and respect how your organization has decided to respond to this situation. We will adjust our approach as needed to your changing requirements.
- Our teams are adjusting practices to keep projects moving forward and so we can continue to operate with government agencies, municipalities, design teams and engineers who are modifying their work practices as well.
- We are adopting open air or virtual meetings and online processes to keep projects moving forward.

*To our Partners and Suppliers-*

- We recognize and respect that many of your employees depend on our jobsites continuing to operate as normal. We have plans in place to keep our projects moving forward.
- are prepared to work with your leaders in attempts to overcome the inevitable barriers we may face, such as manpower and material shortages.
- We ask that you continue to educate your team members on safe and healthy work practices regarding COVID-19.

If you or a member of your project team are diagnosed with or have come in contact with a confirmed case of COVID-19 please contact your Allan Myers project contact so that we can take the immediate necessary precautions for our employees and our jobsite personnel.

*Financial Transactions*

We will not change payment or delivery instructions via email or text. Please do not act upon or accept any requests to change instructions specified in your contract unless the communication comes directly from a known contact at Allan Myers and you follow up with a phone call to confirm.

We are closely monitoring updates from the [Centers of Disease Control \(CDC\)](#) and the [World Health Organization \(WHO\)](#). We are prepared to adapt to a variety of scenarios, however this situation is complex and ever-changing.

As this is a dynamic situation, we will continue to closely monitor the situation and our policies and guidelines may change as the situation continues to evolve.