

March 19, 2020

To Our Clients and Colleagues,

While the world is experiencing an issue of tremendous human impact, our hearts go out to all who have been affected by the outbreak of the coronavirus (COVID-19).

During this unprecedented time, we at CBC believe we have a heightened responsibility to support the safety and wellbeing of our associates, clients, and project partners—on our jobsites and in our workplace—while also being vigilant about maintaining productivity. Therefore, effective immediately, below are the measures we have taken thus far and will be enforced for at least the next 30 days:

- All company gatherings are canceled until further notice
- CBC's offices (Columbus and Pittsburgh) are being closed and all office personnel are being asked to work from home until further notice. Visitor meetings are being replaced with teleconferencing or screen sharing communications.
- All project trailers will be restricted to having only one or two associates per trailer/office, separated by a conference room. All other CBC jobsite personnel will practice social distancing in the field and work from their vehicles when not in the field.
- Increased cleaning/sanitizing of temporary toilets, temporary field offices, and trailers has been initiated across all jobsites.
- We have requested that our project partners notify us immediately of confirmed COVID-19 workers who have visited our jobsites, as well as any material cost, availability, and delivery changes.
- In the event that any individual on site: is known to have tested positive for the virus, confirmed to have been in contact with someone known to have tested positive, CBC will notify the owner and communicate to all parties involved, along with a remediation plan developed in conjunction with local health organizations.
- If anyone on site is ill, we reserve the right to send them home to help protect the balance of the workforce.

Our leadership response team will continue to meet, monitor, plan and communicate daily as we are committed to working with you to minimize the impacts of this situation.

Thank you for being a loyal customer. We appreciate your understanding and cooperation. We will remain transparent and proactive. Should you have concerns or questions, please contact me directly.

Respectfully,



Josh Corna
CEO