

As the coronavirus (COVID-19) impacts the U.S., we want to share our plan to face this challenge with you and keep your projects moving forward. We are focused on preventing the spread of the virus and mitigating impacts to our staff, families, partners and the many communities we serve. This communication is designed to identify the actions we are taking to help prevent, prepare and respond to the COVID-19 outbreak. This plan will help reduce the spread of the virus, disseminate information to staff and clients, and minimize business disruption.

*If you have special communication requests, please contact your local ORC Project Manager and we will accommodate your needs.*

At ORC, our first priority is the health and safety of our employees and their families, our clients, vendors and the general public. We have a comprehensive plan in place that will allow for the same high level of service you deserve no matter your location, while respecting the health and safety of our people and clients.

What we've done so far:

- Encouraged our staff to work remotely. We have the infrastructure in place to support our entire team working remotely, if necessary.
- Stopped all non-essential air and rail travel. Any travel considered essential must be pre-approved.
- We are monitoring personal travel and enacting a 14-day home quarantine, if necessary, to mitigate risk.
- Provided all offices with alcohol-based hand sanitizer and appropriate cleaning supplies to reduce the spread of germs.
- Provided posters and communication around the importance of proper hand washing and how to recognize symptoms of the virus.
- Asked our employees to promote social distancing to keep all parties safe, however we plan to adhere to the policies and guidelines of each of our clients.

We anticipate minimal work interruption as our society navigates the challenges brought on by COVID-19. We're confident in our ability to deliver on your projects.

We will continue to monitor the outbreak and respond accordingly by implementing the guidance provided by the CDC. Should any symptoms be reported we have plans in place for the mitigation of impacts and proper notification to impacted persons.

We hope that you and your loved ones are safe and healthy, and we wish everyone well as we collectively navigate this global health challenge.

Sincerely,

Stephen Toth, President & COO