



March 17, 2020

Valued Catamount Clients and Industry Partners,

On behalf of the entire Catamount team, I hope you, your family, and loved ones are healthy and safe. As with all companies, Catamount has been monitoring the spread of the COVID-19 virus. Our top priority is the health and safety of our employees, clients, partners, families, and our communities. **On Monday, March 16th, we began remote office operations while maintaining active field operations.**

Over the past few years, we have made a significant investment in technology. Through this technology and aligned procedures, our teams will be able to effectively support our clients. We will maximize the use of Procore and teleconferencing to maintain project knowledge and reduce potential COVID-19 transmission. We will continue to update our operations plans based on CDC recommendations, and those of local jurisdictions. Be assured, Catamount is prepared to continue our daily operations, based on the current situation.

Further, we have taken the following steps to protect the well-being of our employees, clients, partners, and subcontractors.

TRAVEL

- We require that any employee who has recently returned from international travel or has traveled to WA, CA, NY, or MA, work from home, self-monitor for 14 calendar days, and remain symptom-free before returning to work.
- We require that any employee who travels domestically advise Catamount and may be directed to work from home until a 14 day period passes symptom-free.

EXPOSURE

- We are doing what we can to provide a safe, productive work environment on our projects by updating safe work practices, communicating methods to reduce exposure, and updating procedures.
- We require that any employee having symptoms associated with COVID-19, seek medical attention and not return to work until authorized.
- We require that if any household member, roommates, or other persons with which an employee has daily contact, is diagnosed with COVID-19, that employee self-report to the company.

COMMUNICATION

- We will endeavor to notify employees, clients, and subcontractors about any known exposure on their project.
- We ask that you, in return, inform Catamount immediately if any person with a confirmed COVID-19 diagnosis/in close contact with a confirmed COVID-19 patient, has or is scheduled to provide services at any of our sites.

FINANCIAL TRANSACTIONS

- We will not change payment instructions via email or text.
- Please contact Catamount by phone for any requests to change payment.

If you have any questions or concerns, please let us know.

Respectfully,
Catamount Constructors, Inc.