

## Finally General Contracting Corp. CORONAVIRUS - (COVID-19) Response Plan:

To All of our Clients, Colleagues and Business Partners:

We are all facing the realities of the Covid-19 crisis in real time. The health and well-being of our employees, clients, vendors and everyone's families is of utmost importance to us. Finally has been a family-owned business for the better part of two decades and we consider all of our community an extension of that sentiment of family.

With that in mind and as we continue to keep all projects open and working, we are focusing on **safety** and **communication**.

- Effective immediately the Finally GC main office is closed until further notice. All office personnel are equipped with the technological capability to work from home with little to no disruption to our on-going field operations.
- We are hosting daily check in calls for all field supers and office personnel to confirm health & wellness.
- We have canceled all non-essential travel. Any employee who does travel outside of the country is required to self-quarantine for a minimum 14-day period following their return.
- In the field we are practicing to "social distance" by keeping 6 feet apart when applicable.
- We have set up hand washing stations with anti-bacterial soap and are supplying masks, hand-sanitizer and wipes for all on site personnel.
- We are focusing on maintaining our housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment & tools, and other elements of the work environment. We are disinfecting high traffic areas frequently.
- We've also communicated the following: Food/drink should not be shared. Employees should not use anyone else's tools. If any equipment is shared, it should be sanitized after each use.
- We will continue to communicate with our Clients, owners, buildings, vendors and employees any changes in operations and staffing.
- We are eliminating any face to face meetings and will utilize dial-in and video conferencing to conduct meetings.
- We have eliminated all over time and weekend work (unless absolutely necessary) and are going to maintain a 40-hour work week for all field personnel.
- Any employee or subcontractor on site that exhibits symptoms of illness as defined by the CDC will be instructed to leave work and seek the care and instruction of their physician and will require the clearance of their physician in order to return to the site.
- Any confirmed case or positive test for COVID-19 at any jobsite location, building or office will be immediately reported to that Client, building management/owner and all subcontractors. We will immediately contact the Client and building management and coordinate the appropriate response. The jobsite will be shut down for sanitation until it can be determined that there is no further risk.
- Our subcontractor partners are asked to follow these or similar guidelines and are required to immediately report any confirmed cases of COVID-19 on any Finally managed jobsite.

Finally General Contractors

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Our goal in the term is to continue to ensure a safe and healthy work environment and to keep projects underway unless mandated by law or recommended by local, state, or Federal guidelines. Or should a client, or building landlord direct the jobsite to be closed.

Should the decision be made to close a project site, our Clients can expect direct and immediate communication from Vlad or myself directly. We will also be the point of contact on communications with the design team, and any other parties who may be on the project team.

While we continue to work at full capacity, clients may still experience delays in product and manpower (minimal at this time) availability that may affect overall schedules. We will advise clients on any specific items as they become known.

Finally is prepared to continue forging ahead in these uncertain times and we are fully committed to our projects, our clients, our vendors and our employees. We will do whatever we can to support our community. We will keep you informed of any changes as the situation develops.

Again - Ed, Vlad and I are always available to answer any questions or assuage any concerns.

Wishing you and yours all the best.

Sincerely,  
Finally GC Management

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