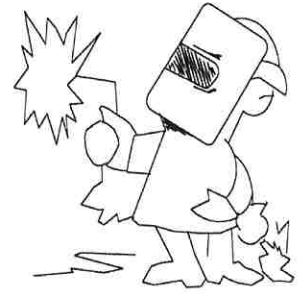


*Barclay Mechanical
Services of Utah, Inc.*



Dear Valued Customer,

We wanted to take a moment during the escalating global concerns around COVID-19 (Coronavirus) to let you know that we are actively monitoring the situation and are constantly evaluating how to continually provide you with the best service possible. Barclay Mechanical is currently improving our Business Continuity Plan (BCP) to minimize any service disruptions or inconveniences.

We are actively training our management on the new restrictions and implementations that the CDC is recommending.

Currently we are implementing the following protective measures for our employees:

- Stay home if they have respiratory symptoms (coughing, sneezing, shortness of breath) and/ or a temperature above 100.4 F
- Leave work if they develop these symptoms while at the workplace. Shield coughs and sneezes with a tissue, elbow, or shoulder (not the bare hand)
- Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer. It is sensible to avoid shaking hands entirely to reduce the risk of spreading infection
- Increased cleaning of common areas using standard cleaning agents to reduce the risk of spreading respiratory diseases
- Those who are working outdoors need to maintain 6' distance to avoid proximity work
- Lunch will be staggered to avoid large groups of people in tight lunch confines
- Vehicle transport to and from jobsites will make extra trips to avoid overcrowding vehicles

We are thankful for your continued support. Please know we are dedicated to continually updating our approach and restrictions as new information is disseminated through the CDC's website!

Brady Crane

A handwritten signature in black ink that reads "Brady Crane". The signature is written in a cursive, flowing style.

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