



Leavenworth Excavating & Equipment Co., Inc.

March 23, 2020

Re: Work Plan - COVID-19

Valued Customers,

We wanted to inform you of our plans concerning the COVID-19 virus. Various counties and cities in our trade area have implemented health orders restricting business operations to “essential” businesses only. Construction of infrastructure has been determined to be an essential business.

We will continue our field operations under a normal work schedule unless shut down by the owner (none to date). We have taken extra precautions to protect our valuable employees in the field. We have plans in place if one of our employees or a family member test positive for COVID-19. Our work is important for our community and we intend to keep our commitments to complete the work under contracts.

To help protect our office employees, starting Tuesday, March 24, 2020 we have encouraged all our employees to work from home via remote computers. The office will be closed to the public and the phones will not be answered by a live person. I encourage you to contact our office employees by their cell phone. If you don't have their cell phone numbers, there will be an option to leave a voice mail on the main office phone (913-727-1234). We will monitor that voice mailbox and have the employee call you shortly. We will continue to accept deliveries to the office, but they will be left in the entry vestibule.

The current COVID-19 situation changes on a minute by minute basis. We will continue to monitor the situation and make changes as necessary to protect our employees and provide the best service and quality to our customers. We value the relationship we have with you and appreciate your business. If you have any questions, please don't hesitate to contact us.

