

### **Legend Companies COVID-19 Memorandum**

Legend Companies would like to reassure our valued clients, vendors, and industry partners that we are committed to a safe and healthy workplace in the midst of this terrible COVID-19 pandemic.

We are continually monitoring and strictly adhering to the guidance and recommendations from our federal and state officials, our industry leadership including MCAA, SMARCA, our local union affiliates, and the C.D.C. and W.H.O. on best practices to keep our employees, clients, and job sites safe.

We have implemented new job-site safety and cleanliness policies as well as requirements for any employee - field or office - to remove themselves from the workplace should they feel sick with any symptoms whatsoever, and not return until they have been cleared by a doctor to do so. Furthermore, we are committed to all new workplace policies implemented by our clients and on project sites, and will modify our employee activities to reflect the “new normal” of the facilities and clients we support.

We have also implemented a remote workplace policy, allowing all non-essential work-related activities to take place at home in lieu of our office, and have greatly restricted the interaction with any office visitors. We feel this is the right thing to do, and our way of helping to prevent the spread of this impactful virus.

Finally, Legend Companies is committed to helping you through this difficult time.

**We are 100% open for business, and available 24/7 for your convenience.**

Our business development teams are available to help with project budgets, to propose new projects, or recommend repairs or upgrades to your mechanical and plumbing systems. Our service department is standing by; ready to respond to your repair and maintenance needs. And our Facility Services department is here to help you with your small construction repairs, kitchen equipment service, project audits, and construction maintenance items.

Although we fully recognize the seriousness of this impactful virus and are committed to a safe and healthy workplace, we at Legend Companies have chosen to remain optimistic, positive, and forward-looking through these tough times.

Together, we will get through this.  
Sincerely,

The Legend Companies Team