



June 12, 2020

RE: COVID-19

To Our Trusted Partners, Clients and Vendors:

The health and safety of our employees is our priority. Due to the influx of positive COVID-19 cases on jobsites, we are writing this letter to inform you that Karsten Interior Services will not allow their employees to be put in a situation that increases the risk of exposure. If we are unable to follow the CDC (Center for Disease Control and Prevention) recommendations of social distancing, we will notify our customer immediately and promptly remove our employees from the project. We will also limit our employees from working together in close proximity in order to abide by these guideline.

We are currently experiencing the following social distancing safety concerns on some jobsites:

- "Trade stacking" - too many different subcontractor trades working in the same areas and not practicing social distancing
- Subcontractors and Vendors not utilizing proper PPE
- Tightening of schedule that require too many employees working in the same area
- Improper maintaining and disinfecting of Restroom facilities
- Slow response and communication of Positive or Testing of other subcontractors

If any of the above situations arise on a jobsite, we will notify you to coordinate a plan to promptly get back to the jobsite as soon as possible and continue working in a safe manner. We will continue to ensure our employees have the necessary PPE (mask, gloves, hand-sanitizer and wash stations) to work safely.

We are confident you and your team will take the same precautions to make your jobsites as safe as possible in an effort to mitigate any exposure.

Please let us know if you have any questions or concerns in regards to this matter.

Sincerely,

Eddie Escamilla, Safety Director
Jose Castaneda, VP of Field Operations
Todd Fry, COO