



Coronavirus (COVID-19)

To Friends, Clients, and Colleagues,

We hope you are all staying safe and healthy during this challenging time. Over the past week, we have seen many changes to our schools, communities, and workplaces that are necessary to protect our most vulnerable friends and family from COVID-19. We have always leveraged technology (including videoconferencing) to coordinate seamlessly across offices and with our clients. We will rely on this capability to help us continue delivering excellent quality work on budget and on schedule under these new circumstances. On Sunday, March 15, we prepared our team to do their part to prevent the spread of this virus and prepare for shelter-in-place orders from our government leaders. MKN policies for the foreseeable future are as follows:

1. All staff will be encouraged to work from home.
2. Staff will minimize in-person office meetings with clients, colleagues, or team members and will rely on video and phone conferencing.
3. Field visits and construction management assignments will proceed, but all OSHA requirements and state/federal best practices for preventing the spread of viruses will be strictly followed by our field staff.
4. We will make our videoconferencing capabilities available to our clients to help them with coordination on our projects whenever possible. We can share documents, share workstation screens, and keep our projects moving while minimizing in-person contact.

We wish you all the best as we navigate this environment together.

Sincerely,

A handwritten signature in blue ink that reads "Michael K. Nunley". The signature is fluid and cursive, with the first name being the most prominent.

Michael Nunley, PE
CEO/President
mnunley@mknassociates.us
805.904.6350