



3/23/2020

To Our Valued Customers,

Holes is working hard to ensure we continue operations and support our customers. In an effort to follow CDC recommendations, we have implemented the following guidelines for the safety of our employees and the people they encounter.

- Implementation of enhanced office and shop cleaning
- Communicating to our employees on good personal hygiene practices. Washing hands regularly for 20 seconds. On the job our employees are utilizing hand wipes to clean hands throughout the day, utilizing onsite facilities to wash hands and/or stopping in between jobs to wash their hands
- Daily well checks of all employees prior to office or jobsite arrival including temperature taking
 - Continuous monitoring of employees & family health
- Implemented a daily ongoing effort to keep our work areas, trucks and equipment clean
- Established contingency plans so our employees receive uninterrupted payroll processing
- Social distancing procedures
 - All employees will drive separately to jobsites
 - Limited and only necessary people within the office and shop facility
 - No congregating in any common areas; maintain 6-10-foot distances for meetings, trainings and on the job
 - Keeping meetings/trainings to under 10 people at all times
 - Scheduling appointments in advance for onsite sales meetings or onsite vendor meetings
 - Limiting participants
 - Emailing of paperwork from field team to office team
 - Increased effort to communicate via email or telephone
 - Scheduling work in a means to limit our employees contact with others
 - Work behind barricade
 - Work when others are not onsite
 - Employees will not share tools, food or drink

We value your business and loyalty and will continue to update our policies as the CDC and our customers require.

Best Regards,

Darlene East
CEO/President
The Holes Companies