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## COVID-19 Response Plan

March 17, 2020

To All Our Employees, Customers, and Suppliers:

Your collective health, safety and well-being is our highest priority. Our thoughts and prayers are with those who have been affected by the Coronavirus (COVID-19). The CH Murphy || Clark-Ullman (CHMCU) branch offices will remain open and operations will continue as we closely monitor COVID-19 information from the Center for Disease Control (CDC), the World Health Organization (WHO) and other organizations to stay informed and to help ensure we are taking the appropriate actions regarding this evolving situation.

We encourage everyone to visit the following websites to become familiar with what is currently known about COVID-19. These sites address symptoms, prevention and monitoring:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

<https://www.who.int/health-topics/coronavirus>

Basic prevention we will follow includes:

- Avoiding close contact with people who are sick.
- Staying home when you are sick.
- Covering your mouth and nose with a tissue when coughing or sneezing.
- Washing your hands often with soap and water for at least 20 seconds, whether or not your hands are visibly dirty; before and after going to the restroom; before eating; and after blowing your nose, coughing or sneezing.
- Use either soap and water or an alcohol-based hand sanitizer containing at least 60% alcohol.
- Avoid touching your eyes, nose and mouth.
- Avoid sharing food or personal items.
- Practice other good healthy habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious food.

Should any team member be or become ill or show flu-like symptoms or symptoms noted below, they are to immediately communicate this information to their direct supervisor. Should an employee need to contact someone after regular working hours or on a weekend, please call our 24-hour number (800) 234-6255. Employees are directed to **stay home** if they are sick or showing any of the following symptoms:

- Fever
- Cough
- Shortness of breath



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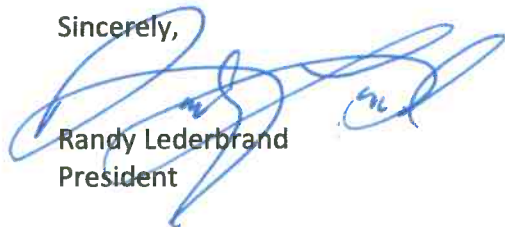
Many questions regarding the COVID-19 pandemic simply cannot be answered at this time. However, CHMCU will continue to strive to obtain the most current and accurate information pertaining to COVID-19 as things progress. In the meantime, CHMCU has implemented the following action plan with our employees to minimize exposure and the spreading of the Coronavirus.

- Team members are strongly urged to follow the basic preventions noted above.
- If an employee or somebody closely related or associated with them has returned from traveling outside of the U.S. within the last fourteen (14) days, they are **required** to contact their direct supervisor immediately.
- Social Distancing is to be implemented whenever possible. This includes, keeping a distance of at least 6 feet from another person and avoiding mass gatherings.
- Non-critical business travel has been suspended.
- Elimination of in person meetings whenever possible. Employees will utilize technology such as web cams and cell phones for virtual meetings and maximize the use of email, texting, etc. to minimize potential exposure.
- Significantly increased cleaning and disinfecting of areas that are high touch surfaces and high traffic locations in the office and shop areas.
- Mobile equipment and vehicles are to be wiped down with approved cleaning agent or wipes on all touch surfaces including exterior and interior handles and controls before and after each use.
- If an employee tests positive for COVID-19, they shall be immediately relieved from assignment and will not return until employee's physician issues written notice that employee is no longer infectious.
- Increased communication with our employees, customers, and/or suppliers encouraging safe practices and disease preventative suggestions.

Further, at this time, we are implementing a policy of no face-to-face sales visits with our customers or suppliers for the foreseeable future. We will attempt to respond to critical customer needs as our resources allow, while taking the necessary precautions and with safety measures as our first priority.

Your willingness to help protect your health and the health of others is most appreciated!

Sincerely,



Randy Lederbrand  
President