



March 20, 2020

Dear Customers, Subcontractors, and Vendors;

Digging & Rigging seriously takes the risks associated with the Coronavirus known as COVID-19. The safety and well-being of our employees, customers, subcontractors, and vendors is our priority.

We have introduced several measures to protect all of you, our most valued assets, as we navigate the challenges of COVID-19. Digging & Rigging has activated procedures and processes, which are monitoring all governments at all levels regarding current regulations and guidance that are changing daily. We also have instituted policies to allow staff to work from home wherever possible. These steps serve to protect your employees as well as ours. Because our commitment to serving you is always a priority, our staff can be reached by phone and email, so we can continue to support you the best we can. Additionally, we are:

- Restricting the access of non-essential visitors at our facilities.
- Setting up strict protocols that must be followed by any essential visitor until further notice.
- Providing employees with explicit directions about handwashing and other preventative measures, such as regular cleaning and sanitizing cell phones, laptops, and shared surfaces.
- Providing appropriate sanitizers, cleaning sprays, and/or wipes throughout our workplaces and in common areas to clean and disinfect hands as well as frequently touched objects.
- Increasing the frequency of cleaning of all workplaces.
- Instructing employees to stay at home if they are not feeling well, have travelled internationally, or have had contact with anyone who has travelled, had symptoms, or has been diagnosed and providing an affidavit of such upon request.
- Cancelling all in-person trainings.
- Postponing attendance at all conferences and seminars.

Our leadership is meeting daily to assess the situation and will continue to be in communication with you as new information becomes available. In the meantime, we hope that you, your loved ones, and your teams remain healthy and safe.

Sincerely,

Nancy Reeder
General Manager