

As we all continue to navigate the current COVID-19 situation, HWA wanted to update you on how we are supporting our employees' safety, our customers, projects, and community.

HWA remains open as of today. We have implemented many safety measures for our staff, partners, and clients. We also remain committed to meeting your project needs and providing uninterrupted service and delivery to the extent safely and reasonably possible.

**Remote Work:** All staff that are not required to be in the office or field are working from home. HWA's ability to have staff work from home has been standard practice for many years. We are accustomed to accessing tools, applications, documents, and anything else necessary to work on projects and respond in a timely manner.

**Field Staff:** For those staff members that need to be in the field on project sites, we are following CDC guidelines of social distancing, isolation if exposed, potentially exposed, or if the staff member is not feeling well regardless of the type of symptom. We have implemented disinfecting best practices with auditing to know what and who were at job sites at any given time as well as in the office. We will also communicate with your team immediately if there is a potential of any exposure.

**Materials Testing Lab:** Our materials testing lab also remains open. We have set the lab up to limit exposure to each other following the CDC guidelines of social distancing, isolation if exposed, potentially exposed, or if the staff member is not feeling well regardless of the type of symptom. We have also implemented a disinfecting best practices for anyone in the lab or office.

We wish health and safety for you and your families.

**Kris Purrier**

President | Principal