



March 17, 2020

Dear Valued Clients and Partners,

As the novel coronavirus (COVID-19) continues to spread across the country, we wanted to assure you of the precautions, safety measures and continuity planning that FiberPlus, Inc. has in place. The safety and health of our employees and those we serve is a top priority.

FiberPlus is ready to continue serving you during potential disruptions while still adhering to both local and national public health guidance. We have assembled the firm's Business Continuity Task Force to monitor the situation and enact response strategies as needed.

Currently all offices are open and functioning at full capacity. With the situation changing rapidly on both a national and local scale, we will strive to safeguard the welfare of and minimize impacts to our employees, our clients and their constituents.

Precautions that have been implemented to date include:

- **Updates and Communication Protocols** – FiberPlus uses multiple channels of communication to regularly inform our team on procedures and strategies to create a safe work environment and minimize the spread of the virus. Our project managers will be in regular contact with clients to discuss changing local and national guidelines and any potential impacts to deadlines and deliverables.
- **Workplace Safety** – Employees who have been exposed to, are showing symptoms of or diagnosed with COVID-19 will be asked to self-quarantine at home and seek medical testing and support.
- **Travel Reduction** – As of March 9, we have restricted all non-essential travel via mass-transit (flight, heavy rail, subway, bus) to minimize exposure of our team.
- **Continuity of Service** - Data systems have been upgraded and tested and can offer remote telework for our entire office staff if required. As a result, we expect minimal disruptions if required to temporarily close an office. Personnel assigned to construction sites and those embedded in client offices will follow safety and reporting guidelines posted by those clients and contractors.

Thank you for your cooperation and support as we navigate this changing landscape. We intend to be diligent, flexible and responsive in meeting the needs of our clients while keeping our team safe. We hope you and your families stay healthy during these difficult times.

Sincerely,

Carl Strobel  
CEO/President