

Hello Beacon Family, Client and Partner

First, we want to send well wishes to all of you for continued safety, good health and prosperity in these tough times. Most of us have never experienced anything like what we're all seeing right now, and it's more important than ever to lean on those we love and trust to not just get through this, but come out of it better than we went in.

Nashville's Mayor John Cooper published an Essential Workforce list on Monday of this week, 3/23/2020, and what we do at Beacon falls into two of the "Essential Categories" on that list. Therefore, we want to let everyone know that **Beacon remains open during this time and is here to serve the needs of each our clients**. We are constantly monitoring the Covid-19 virus updates and mandates and are ensuring that each of our employees are making safety their first priority, both personally and on their respective jobsites as outlined by the published Covid-19 safety protocols.

Some of the protocols we have put in place are below to give you assurance we are doing everything that is possible to keep our employees and clients safe:

- Any employee that is in an identified "At Risk" category, or lives / cares for someone that is in that category is working from home so that they can quarantine safely
- Any employee that can do their job remotely is working from home
- All of our employees have been instructed to immediately remove themselves from their work environment and seek medical attention if they feel sick and / or exhibit any symptoms consistent with the Covid-19 virus list of symptoms
- We have instructed all of our employees both in the office and on job sites to:
 - Consistently wash their hands and use hand sanitizer / wipes throughout the day – particularly before and after entering a jobsite
 - Practice the social distancing guidelines, and refrain from shaking anyone's hands during this time. We know you appreciate this measure in these times, and we will look forward to resuming regular professional contact once we're through all of this
- We request that you let our technicians and other employees know if anyone in your office or jobsite is sick or exhibiting symptoms so that our employees can avoid potential exposure
- If there are any special guidelines that you need our technicians to follow while on your jobsite or in your office, please let us know and we will make sure we comply with your safety protocols

We will continue to monitor the current situation and provide updates as needed. Should you have any questions or needs we can assist with, please feel free to contact us 24/7 at 615-301-5020.

Stay Safe & Stay Positive,

Bryan Merville
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