

03/10/2020

REF: COVID-19

Dear Valued Partners,

As the COVID-19 virus disrupts many in our industry we at CRANE 1, after conferring with health advisors and other business leaders, has taken the following steps in the prevention and spread of the COVID-19 virus. Rest assured we have a vested interest in the safety and health of both our team members, customers and the general public. The CRANE 1 executive team and its management staff continues to be vigilant in monitoring the spread of the coronavirus (COVID-19) through information provided by the Centers for Disease Control and the various federal & local governmental agencies. Regarding the current public health threat of the coronavirus outbreak (COVID-19), and with the objective of supporting precautionary measures to prevent the spread of the disease, CRANE 1 has implemented the following measures.

Continuing Education of each our team members on illness prevention as it relates to the COVID-19 virus.

This includes:

- Washing of hands often with soap and water for at least 20 seconds. If soap and water is not available, we will use an alcohol-based hand sanitizer that contains at least 60-90% alcohol. This will include prior to each customer visit.
- Wipe down/clean all contact surfaces and objects while on customer premises that we may come into contact.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Exercise social distancing, of six feet or greater, when on or around customer employees and staff to the highest degree possible.
- Avoid personal contact, such as hand shaking, close seating in meeting / office layout.
- Provided and reviewed all relevant notices from the Center of Disease Control and federal/local governmental agencies.
- All correspondence via electronic means or telephone.
- Provide additional disposable wipes for commonly used surfaces (for example, doorknobs, keyboards, remote controls, and desks).

Additional steps taken as part of CRANE 1 response & COVID-19 policy:

- Any team member who appears to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work, become sick during the day or has self-identified will be sent home immediately and asked to follow all local health department guidelines prior to returning to work.
- Suspended all non-essential business travel until further notice. Implemented alternative methods such as on-line webinars and video conference calls.
- Require all team members to participate in customers self-assessment surveys before entering any facility such as; answering yes to questions that can prohibit technicians from entering the facility and maintaining constant communication with customers regarding site specific plans that may be implemented at customer's discretion.

As a valued partner you can be assured, we are committed to adhering to these expectations coupled with timely and transparent communications. We are committed to ensure that our combined efforts are effective as possible in supporting a safe and uninterrupted workplace.

We appreciate your cooperation and understanding during these difficult times as we strive to keep our team members and communities safe and virus free.

Thank you,
CRANE 1 Management