

JDR Business Partners,

Like all of you, JDR Engineering has been tracking global and local developments as it relates to COVID-19. While continually monitoring changes and recommendations that may impact our business, we are also taking action that is in the best interest of our employees, colleagues, and clients.

We are committed to following the recommendations issued by the CDC, as well as local, state, and federal agencies as best we can. As we are all aware, this is a fluid and ever-changing situation. We will work to keep you informed and updated should the situation change.

All this said, JDR's business office remains open and staffed at this time. Our employees have full capability to work remotely and will do so as needed to keep our projects moving forward without disruption.

JDR has full web-based services to host virtual meetings which has the capability to share documents remotely to collaborate among an entire team. We are encouraging our staff to conduct all meetings remotely during this unique situation to ensure the health and safety of everyone involved. We understand that there will be exceptions to this rule, and we will work to accommodate those exceptions to meet the professional and contractual needs of individual projects.

JDR is also following the advice of the CDC and restricting access to our offices by all nonessential visitors and vendors. In addition, by anyone who has visited a location identified with a level 2 or 3 health notices is asked not to visit our office.

We understand that many of you are creating your own protocols and guidelines for your team/business that may differ from our standards set forth today. We are committed to abiding by not only our policy but also respecting the policies issued by our clients and colleagues in the industry.

JDR is committed to keeping our projects running smoothly to maintain schedules as we adapt to the changing situation we are faced with today. Please feel free to reach out to your JDR project manager or contact to discuss any concerns or potential challenges you foresee in our current environment.

We are all looking forward to getting back to life as we knew it. We'll do our best to continue to support you as you have come to expect from JDR Engineering over the years.

Thank you,

JDR Engineering, Inc.