



March 23, 2020

Clients and Industry Partners,

As our company responds to COVID-19; the health and safety of our employees, clients, vendors, subcontractors and community remains our top priority. The work we do is critical to the forward movement of companies around Oklahoma, and we will continue doing our job at the level you have come to expect from us, with heightened awareness, until further notice provided by the Center for Disease Control and Prevention (CDC). With that said, it is important to note that our projects may face a delay due to COVID-19 as noted below:

#### **VIRUS EXPOSURE**

The global spread of COVID-19 has likely touched some area of your life already, job sites will not be immune to this virus. We have already experienced shutdowns and/or delays on multiple projects of ours and we anticipate more scheduling interruptions if a job site is affected by this virus. Delays will likely take hold if a site has been infected and will need to temporarily shut down. We want to do our part in slowing the spread of this virus as much as possible.

#### **SUPPLY CHAIN**

Possible interruptions extend far past the job sites we are on. We are unsure how exactly our supply chain may be affected by COVID-19, but we foresee delays on manufactured material shipments as well as a shortage in our subcontractor work force. Our job site scheduling will likely be affected by both unforeseen disturbances.

There are many components in the industry that could contribute to scheduling disruptions on any one of our job sites. Rest assured; A.C. Owen will be doing all that we can to keep moving forward on our projects safely. We do this by continuing to provide job site personnel with guidelines on how to navigate this new territory for the betterment of all those on site, supporting our customers virtually when possible and monitoring when/if sites will need to be quarantined.

We understand these are challenging times and we will continue to monitor the situation using the CDC, local government officials and healthcare professionals as resources. We will keep you updated on your individual projects and hope you will reach out to us with any questions or concerns you may have. We appreciate your understanding as we navigate these uncertain waters in the safest and most productive manner possible.

Sincerely,

A handwritten signature in blue ink that reads 'Aaron Owen'.

Aaron Owen  
President – A.C. Owen Construction

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