

The health and safety of our employees, customers, suppliers, and business partners are our top priority. EMCOR Facilities Services is closely monitoring developments with respect to COVID-19, and we wanted to share with you some important information about the steps we're taking.

Our employees don't typically travel internationally for business, but we have implemented travel guidance consistent with CDC recommendations by prohibiting international business travel and limiting non-essential domestic business travel. Any employees who return from an area that the CDC designates as requiring enhanced precautions will be monitored for the 14-day recommended incubation period prior to being allowed to work at a client site or in our offices.

We are currently actively taking the following **safety precautions**:

- Actively encouraging sick employees to stay home
- Promoting respiratory etiquette and hand hygiene guidance following [the guidelines issued by the CDC](#)
- Performing routine environmental cleaning
- Encouraging social distancing by holding meetings via teleconference, canceling large gatherings, allowing remote work as appropriate
- Frequently disinfecting high-touch surfaces (elevator buttons, door handles, handrails)

We also have business continuity procedures in place that include assigned backup for each key area of the business, contingency plans for supply chain interruptions, emergency contact lists, an internal mass messaging system, and procedures for telecommuting to help ensure our client support operations aren't disrupted in the event of office closures.

#### **For Clients:**

For our clients and business partners, we ask that you cooperate with us in these efforts by notifying your primary point of contact if one of your employees who regularly interacts with our employees tests positive for COVID-19 or has had close contact with an individual who has a confirmed positive test result for COVID-19.

For locations where we provide cleaning services, we may be able to provide an enhanced cleaning option. Please contact your account manager for more details.

#### **For Suppliers:**

For our supplier partners, we ask that you cooperate with us in these efforts by notifying your primary point of contact if one of your employees who regularly interacts with our employees tests positive for COVID-19 or has had close contact with an individual who has a confirmed positive test result for COVID-19.

By working with our clients and suppliers, and mobilizing our workforce, we can help mitigate the impact of this virus by reducing its ability to spread. We will continue to closely monitor this dynamic situation, and our policies and guidelines are likely to change as circumstances continue to evolve.

We will continue to share additional developments, as appropriate.