



**10 Alta Drive  
Whitehall, PA 18052  
Fax: 610.841.5792  
www.GRElectricLLC.com**

The safety, health, and wellbeing of our employees, their families, and our communities is of utmost priority at GR Electric. We realize that the daily changes brought on by the coronavirus (COVID-19) present significant challenges to our employees, customers, and our community. The measures highlighted below will be in effect for a minimum of two weeks, but we anticipate keeping them in place longer if needs as the COVID-19 pandemic progress.

- GR Electric is open for business and will continue to do so unless mandated by the government to close.
- We have instructed our office staff to work remotely from home if practical and as much as possible.
- All staff has been instructed to avoid in-person interactions with co-workers; use email, Skye, or phone, if possible. This also includes breaks and lunch time.
- All of our staff has been instructed to take all precautions possible as instructed by the CDC including staying home if sick, getting tested if any symptoms arise, report any illness to our HR Department, avoid physical contact, practice social distancing and frequently washing hands.
- All work on project construction sites will continue until we are asked by our clients not to continue or we are mandated by the government to stop work.
- We will continue construction as long as it is safe and proper to do so.
- A skeleton crew will be utilized if necessary to continue with operations, schedules, and meet deadlines.
- GR Electric will continue to do everything we can to safely complete projects in a timely manner however, schedules and timelines may be affected due to multiple factors which are outside of our control.
- We will continue to monitor the situation and will update our approach as needed.
- We will contact our clients as necessary regarding any impacts that may occur to your projects.

Please be advised that depending on how long the current situation continues, this will likely have an adverse effect on schedules, us meeting previously committed deadlines and could have possible impacts on costs.

Should you have any questions or concerns, please feel free to reach out to me directly @610-984-4861. Thank you for your understanding during these difficult times.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gil Resto', written over a white background.

Gil Resto

**QUALITY • INTEGRITY • SERVICE**