

## Whitney Briggs

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**From:** Mike Heitmann  
**Sent:** Tuesday, May 12, 2020 3:11 PM  
**To:** ZZComplete e-mail list  
**Subject:** COVID-19 Update 5-12-20

Good afternoon, employee-owners:

Below is an update on our COVID-19 response. The first part is additional information and the second part provides answers to the questions that have been submitted.

### **ADDITIONAL INFORMATION:**

- Although some cities and states around the country are starting to re-open, we want to reiterate that all Garney offices are to remain closed. We will continue to function as we have for the last month and a half with most employee-owners working from home with minimal staff in the offices. Those allowed in offices must be deemed essential to keeping the basic office functions operating and must adhere to safety protocols including wearing face masks and social distancing. Signs should be posted on office doors explaining these protocols.

The response team is monitoring the situation daily and we will immediately inform you of any updates. We are listening to how other companies are opening and will determine best practices as information becomes available. If you need to deviate from the minimal staff plan in your office, please contact your Officer or Director, and a member of the response team. The safety and well-being of our employee-owners will remain our priority.

### **QUESTIONS SUBMITTED:**

No questions were submitted yesterday.

As always, please continue submitting your questions to [covid19@garney.com](mailto:covid19@garney.com).

**Mike Heitmann**

*Employee-Owner Since 1990*

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