

## Whitney Briggs

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**From:** Mike Heitmann  
**Sent:** Tuesday, May 5, 2020 1:41 PM  
**To:** ZZComplete e-mail list  
**Subject:** COVID-19 Update 5-5-20

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:**

- All training sessions and meetings greater than 10 people through August should be conducted virtually. One thing this crisis has taught us is that we can hold meetings virtually and still operate. There are downsides to this, but there is no doubt it will become more prevalent moving forward. Therefore, we are committed to practicing this for the next 4 months to develop our skills and learn from the experience. The IT team is currently evaluating the best virtual platform to use long-term. We will invest in whatever tools are necessary to ensure virtual meetings are productive and efficient.
- Although many areas of the country are beginning to open, we still discourage non-essential air travel. Please use your best judgment.

### **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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