



LASWELL ELECTRIC COMPANY, INC.  
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During these times of uncertainty, Laswell Electric Company, Inc. recognizes the important role we play in providing necessary services to our customers. As always, the health and well-being of our valued customers and employees are always our top priority. As we navigate the rapidly evolving coronavirus (COVID-19) situation together, I want to share with you the extra precautions we are taking to serve you.

We have established a process within our company to closely monitor the evolving situation and will continue to take further action as is necessary to ensure the safety of our employees, customers and communities. We will continue to keep you, our valued customer, and our associates at the center of our planning and decision making.

Effective Monday, March 16, 2020, we are taking the following steps to minimize the risk and challenges presented by the coronavirus:

#### **Supporting our employees**

- We are encouraging anyone who feels sick to stay home, take necessary time to feel better, self-quarantine if necessary and return to work when they are healthy.
- We are offering work-from-home opportunities to employees where it is operationally feasible.
- We are keeping a clean and sterile office environment. Professional cleanings along with random sprays and sterilization. Soaps and hand sanitizer are readily available.

#### **Supporting our customers**

- Our business will conduct as normal – we will still be available for service calls, scheduled calls and estimates.
- Our employees are encouraged to keep clean hands, and a clean work site.
- Our management team is being encouraged to reduce the number of in-person visits. They will be utilizing phone, email to keep customers up to date on projects.
- We've communicated reminders to our employees on the importance of taking steps to prevent illness (CDC: Steps to Prevent Illness) and increased access to hand sanitizers, particularly in the restrooms, breakrooms and service areas.

#### **Nonessential interactions**

- All networking events or other nonessential functions will be postponed or cancelled. Upon receiving new information, the situation will be re-evaluated, and further announcements will follow.

We will continue re-evaluating our stance on these items as the coronavirus and the situation surrounding it evolves. The challenges presented by the coronavirus are both serious and significant and are something we are determined to overcome, with the health, safety and wellness of our employees, customers and suppliers as our top priority.

Best Regards,

*Justin Laswell*

Justin Laswell / Laswell Electric Company, Inc.