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**Re: ICS Construction Update: Building Projects & COVID-19**

To Our Clients and Project Partners:

ICS has implemented comprehensive policies and procedures to ensure the health, safety, and wellbeing of our employees as well as the contractors and consultants we work with. We will work diligently to ensure we continue to provide comprehensive project management and successful projects for you. Our policies are aimed to:

1. Reduce/eliminate any potential transmission of COVID-19
2. Ensure sites are safe and follow the appropriate social distancing protocol
3. Complete any additional cleaning and sanitizing as needed
4. Provide additional safety supplies on-site
5. Monitor all employees, contractors, and consultants to ensure any individuals with symptoms are not on site
6. Follow MDH protocol after projects are completed to ensure a safe project is provided to you

The specific details are provided below:

**1. ICS project employees including project manager and site superintendent:**

- Whenever possible or logistically reasonable, all meetings will be conducted by phone or video conferencing technology, including safety meetings, contractor meetings, etc.
- If face-to-face meetings are critical, a minimum of a 6-foot distance will be maintained and individuals will be asked to sanitize before and after the meeting.
- Site superintendents and project managers will be on-site as needed to oversee the project as well as ensure the health and wellbeing of all onsite.
- As available, additional sanitizing stations will be setup on-site.
- Large groups will not be allowed to be gathered, especially at lunch, etc.
- Contractors and consultants will be asked to provide their protocols to ensure the safety of their employees related to COVID-19.
- Any employees exhibiting symptoms will be prohibited from the construction site.
- ICS on-site job trailers will be sanitized, at a minimum, twice daily.





## 2. Our clients

- All POC/BOC meetings, board meetings, presentations, etc. will be conducted by ICS via phone or video conferencing technology such as Skype, Microsoft Teams, etc.
- Direct contact between customers, ICS employees, and contractors will be avoided.
- All design meetings, schedules, etc. with architects, engineers and consultants will be done online.
- Most ICS staff will be working from home or from our sites to ensure adequate social distancing.

## 3. Schedules

- For your projects, ICS team leaders will be contacting you directly to discuss overall schedules and procedures.
- Contractors have been notified and most of them are willing and able to start projects early if schools are going to be closed for prolonged periods of time.

## 4. What we need from you:

- Provide early access to project sites to implement new COVID-19 protocols if possible
- Start work earlier than scheduled project start date if possible
- Be flexible with virtual meetings rather than face-to-face meetings
- Have a process in place to expedite payment for project team (consultants, contractors, etc.)

Overall, you play a critical part in ensuring that our staff and the contractors and consultants we work with can continue to provide quality services for your projects.

These are uncharted times. If we work together with appropriate procedures and protocols, we can not only manage the spread of COVID-19, but also ensure that your buildings are ready, safety and fully operational as soon as students return. Thank you for your support, understanding, and flexibility through this time.

