



GENERAL CONTRACTING & CONSTRUCTION SERVICES

April 9, 2020

Dear Clients, Partners, Suppliers and Subcontractors

I wanted to take this opportunity to reach out and continue to be proactive on letting you know how Standback General Contractors, LLC (SBGC) is navigating through the uncertainty of the coronavirus (COVID-19). Please use this letter as a means of open communication for all parties as the situation has set in, in our NY area.

The Plan that we have set in place:

- SBGC has always set in place a flexible work schedule for those that can work from home. We have continued to communicate to our staff that if they have symptoms to stay home. Symptoms may include fever, sneezing, coughing and so on, if they do occur we ask employees to stay home and hopefully these symptoms will turn out to be a mild case of a cold or the flu.
- On our essential projects we have asked our supervisors to limit the traffic in and out of their job trailer, holding any small meeting out in open space and if possible, outside.
- We are advising all employees to stay away from large crowds of people for the foreseeable future.
- Anyone that maybe high risk and have family that is high risk or that have symptoms they are being advised to stay home.
- Meeting with any people should be held remotely
- On all of our sites, we have our normal sign in-sheets that are required when entering our jobsites. This has been tailored to request particular health questions when you arrive and leave the site. You will be required to fill out this info each day. This allows us to keep a pulse on how people are feeling across our jobsites.



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- Marc Colantuono our EHS will be monitoring all jobsite and will be proactive on health check across all project.

Opening lines of communication:

- We ask that clients and partners communicate with our team about any anticipated interruption in work or possible closings.
- If you are planning on closing your school, or place of business at a location where SBGC is currently working we would like to talk about options to continue our work in progress.
- If work should need to stop; please communicate with our teams to set a recovery plan in place and/or ask for any extension of time to accommodate all parties.
- Please let us know how your team is planning on handling this outbreak and what we can do to help accommodate your needs.
- If we have been working in your place of business and schedule changes are forthcoming with people leaving work or coming back please communicate this to us

As we all know, the nice weather is here and so is our busy season. Here at SBGC we are committed to maintaining quality, along with working hard to maintain our timelines for all of our projects, as you have come to expect from our team. During this time it will take a team effort from all parties accomplish our goals in a safe and effective way.

With all of this being said; our biggest priority is the safety and health of our team members, Clients, Partners, Suppliers and Subcontractors along with all their families. We understand that these are challenging times for all and look forward to the



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opportunity to work through this together. If there should be any illness related hiccups please understand, we will do our best to correct them in a timely manner.

Thank you for trusting SBGC. Please stay safe and healthy.

Best Wishes,

If you should have any health related items questions across our jobsites please be sure to reachout directly to Marc Colantuono.

Marc Colantuono

Health and Safety Officer

Standback General Contractors, LLC

Cell 845-645-9183

Marc@standbackgc.com

James Amend

CEO

Standback General Contractors, LLC