



Dear Valued Trade Partner,

The events surrounding the outbreak of the coronavirus (COVID-19) continue to disrupt our community and impacts are being experienced around the world. Please know that Banks Construction Company is prepared and committed to continue operations throughout this health crisis and national state of emergency as long as feasibly possible. Our highest priority is ensuring the health and well-being of our people, their families, and surrounding communities while we pursue the deliverance of our high-quality service.

We have implemented a variety of precautionary measures and policies for our internal team and are requesting your participation in regard to the services of yours being provided on our Projects. Please alert the Banks Construction Company Project Manager if any of your employees has tested positive for the coronavirus (COVID-19) or had close contact with an individual who has a confirmed positive test result for COVID-19. This person will not be allowed on a Banks Construction Company Project site or facility until they have been symptom-free for fourteen (14) days from the date of contact.

We also request that you notify Banks Construction Company in writing of any foreseeable actual delay in your supply chain that will affect your ability to maintain the Project schedule on any Banks Construction Company Project. Please direct this communication to the applicable Banks Construction Company Project Manager.

There will be no current change to Project related financial transactions at this time. Please follow protocol listed in your Subcontracts and/or Purchase Orders. The picking up of payments at our facilities will be suspended until further notice. All payments will be mailed via the USPS.

Please follow Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO) guidance to help prevent the spread of the virus, stay safe and healthy and to make the decision that is right for each individual.

As we continue to monitor this dynamic situation closely, our policies and procedures and likely to change.

Thank you in advance for doing your part to ensure that our Projects promote a healthy and safe environment for all people.

Sincerely,

BANKS CONSTRUCTION COMPANY

A handwritten signature in blue ink, appearing to read "Brent E. Evans".

Brent E. Evans
Vice President, Heavy Civil Operations