

MURPHY'S *Design*

COVID 19 CORRESPONDENCE TO ALL CUSTOMERS AND TEAM MEMBERS

You are receiving this because you are a current client of ours during this very difficult time.

First, Virginia joined several states with an unprecedented shut down of non-essential services as of 5pm today. We have received clarification regarding construction and the supply chain feeding construction services which indicates we can continue operations and the suppliers can remain open. It is with that information that we add the need to take the utmost necessary precautions and will be revised and incorporated to our standard operating procedures during the next several months.

Job Safety Procedures

We have implemented the following procedures in order to protect our customers and team.

1. We will sanitize with a liquid disinfectant at the work site upon arrival by wiping down doorknob and handles and any switches, outlets or other areas to be touched.
2. Our crew has a full supply of disposable gloves to use.
3. Our crew has a supply of safety masks these are not N95 masks but in addition we are abiding by the 6-foot distancing recommendation.
4. Upon leaving the job site when working in any enclosed area such as a bathroom no one should enter for a minimum of 2 hours.
5. We will liquid sanitize at the end of the day/visit by wiping down door knobs and handles and any switches, outlets, or any other areas touched.
6. We have instructed employees and any sub-contractors to not report to work if they have been exposed to any virus in the last 14 days and/or if they have any active symptoms. We will also do a manual check with them and if there is any evidence they are not feeling 100% they will be sent home.
7. If anyone in your home is experiencing symptoms or become exposed please self-quarantine and notify us.
8. Please notify us via email if anyone in your household is considered to be part of the immune compromised group.
9. We will limit our work crew to no more than (2) people in the home at any given time.

These are trying times but we think of you, our customers, as family. Your health and safety is first, the health and safety of our team, and we will be available for you as you need us for as long as you need us.

John and I are blessed to be a family owner operator business. We are skilled to handle all aspects of our scopes of work which means we do not have to lay off the skilled workers necessary to service our customers.

We will get through this challenging time together with the help of our close community.

Thank you for being one of those community members and please do not hesitate in reaching out to us in the event you have any questions or need anything during this difficult time. Stay well.

All my best,
Cindy Murphy