



Attention All,

In light of the unfolding situation with this COVID-19 virus. Voelkel McWilliams is taking a more proactive approach to managing our face to face and close proximity work interactions. The health and welfare of our employees, construction partners and customers remain our paramount concern. We will be following the enhanced guidance from the Federal, State and Local authorities on maintaining social distancing.

Voelkel McWilliams has decided to close our office for the next two weeks. At this time, all of our job sites are operating under the following social distancing guidelines, if confined inside of a building, no more than 10 people will be onsite, if outdoors, no more than 50 people will be onsite and in both cases we will encourage people not to work in close proximity to one another. Our office staff will be working remotely. In light of this action, please make sure you send all time sensitive communications including invoices by email, not by ground or fax, to both the project manager and assistant project manager.

We appreciate your patience and understanding as we work through this difficult time.

Sincerely,

Paysse McWilliams

Dan Voelkel