



March 30, 2020

RCCI employees, associates, vendors, subcontractors, clients and office or jobsite visitors,

As COVID-19 continues to spread throughout Georgia, information available as well as circumstances surrounding this pandemic change on a daily basis. RCCI will continue to monitor the situation in order to make the best decisions for all clients, employees, vendors, visitors and subcontractors.

RCCI's policy and protocol concerning the COVID-19 pandemic is as follows:

1. RCCI will monitor Federal, State and Local Guidelines and recommendations to the best of our ability.
2. We will monitor the developing situation in reference to all of our facilities and worksites on a continuing basis as events unfold.
3. We encourage all associates, vendors and visitors to follow all governmental guidelines for social distancing and proper hand washing as indicated in the constantly developing guidelines.

At this time, RCCI will continue to operate our normal office hours and construction project schedules. We ask that each employee, vendor, client or other associate strive to keep abreast of and follow the recommendations from Federal, State or local agencies.

For further information about COVID-19 and Federal and State guidance, please click (Right Click and choose "Open Hyperlink") on the links below.

- President Trump's Guidelines to Stop the Spread: <https://dph.georgia.gov/15-days-slow-spread>
- GA Department of Public Health COVID-19 Resource Center: <https://dph.georgia.gov/>
- COVID-19 Prevention Information: <https://www.cdc.gov/coronavirus/2019ncov/prepare/prevention.html>
- COVID-19 Hotline: <https://gov.georgia.gov/>

Please feel free to contact us if you have questions or concerns.

Sincerely,

Ronald N. Cantrell  
President