



RETURN TO WORK UPDATE:

Date 5 / 6 / 20

Dear Construction Managers,

As of May 7th 2020, the State of Michigan is lifting its stay-at-home restrictions with respect to construction services as stated in Executive Order 2020-70. Praise Sign Company will be authorized to return to work and resume operations as it pertains to signage, lighting and electrical services.

In accordance with returning to work Praise employees and staff will continue to follow our Covid-19 safety and procedure guidelines and the construction management companies' policies at our facility and our related work sites.

Our team is looking forward to returning to work, and committed in doing so safely. If you should have any questions, feel free to contact me for any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "John Vanocker", written in a cursive style.

John Vanocker
Praise Sign Company



Please use an abundance of caution. Below are guidelines to follow:

- If you feel sick or think you have been exposed to COVID-19 do not come into the office or jobsite. Seek medical assistance then contact your manager.
- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- Avoid person-to-person contact such as shaking hands.
- Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
- Stay in your assigned work area as much as possible
- Use only your knuckle to touch light switches, elevator buttons, etc.
- When opening doors (especially bathroom or other public area doors) or touching other public surfaces, use a paper towel, tissue or disposable glove.
- Wash your hands frequently with soap and warm water for at least 20 seconds or use hand sanitizer when handwashing is not possible.
- Use general surface cleaning products or wipes to clean commonly touched surfaces.
- Limit the time in the facility