



Subject: Taylor Engineering Response to COVID-19

Date: March 17, 2020

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The current Alameda County "Shelter in Place Order" directive affects Taylor Engineering. This memo states Taylor Engineering's current operational status in compliance with this County order effective 12.01 a.m. Tuesday March 17, 2020.

The health of our employees, our clients, and our business partners are the guide to our current decisions. As of today, March 17, 2020, Taylor Engineering operations at our office in Alameda have closed. All our staff are working remotely, sheltered in their homes. Our office IT infrastructure will continue full operation. This order is in effect from March 17, 2020 until April 7, 2020. We are not clear what will happen after that.

We have also instituted enhanced health protocols for our employees that include no work travel, suspending gatherings and transitioning to all virtual meetings. Our technology supports full remote and virtual collaboration. We will work with you to minimize project disruptions and continue to respect and meet all project schedules.

Thank you for your trust and support. We will provide updates as things proceed.