

**RESPOND - RECOVER**

# Our Company's COVID-19 Health & Safety Plans



**T**he health and safety of our clients and employees, and their families and friends, continues to be our top priority. We are all facing very similar and dynamic challenges in the global fight against COVID-19. AZTEC has implemented tailored procedures that adhere to the Centers for Disease Control and Prevention (CDC) guidelines, while ensuring we fulfill all our project-related commitments to our clients. It is important that we protect ourselves and continue to operate AZTEC at full capacity.

AZTEC implemented the following procedures to respond to and recover from the impacts of COVID-19:

**PROJECT DELIVERY**

- ▶ **Proactively collaborate with our clients and project teams** to maintain effective communication and sustain project deliverable schedules.
- ▶ **Our Project Managers continue to coordinate with our Clients** regarding how best to conduct project-related meeting attendance/participation.
- ▶ **Support our clients on their needs** for project communications, meetings, and deliverables using our virtual workspaces and cloud-based applications.
- ▶ **Maximize the use of applicable health and safety practices** for both office and fieldwork.

**EDUCATE**

- ▶ **Our leadership team meets routinely** to stay informed and develop/adjust measures for this dynamic situation.
- ▶ **Ensure all our employees clearly understand the magnitude** of what we are all dealing with, to take these matters seriously, and to know what steps to take if someone becomes sick or is exposed to someone who is sick.
- ▶ **Continuously engage and communicate with our employees** regarding proactive steps to mitigate exposure risks.

**WORKING REMOTELY**

- ▶ **Adhere to the social distancing recommendations;** most of AZTEC employees continue to work from home.
- ▶ **Leverage technology** to ensure our employees are set up to work from home to work together for an extended period. We are using various tools such as a virtual private network (VPN), remote desktop connections, and Microsoft Office 365 capabilities (e.g. Microsoft Teams video meetings).
- ▶ **Implement virtual meeting management guidance,** including etiquette techniques.
- ▶ **Suspend all non-essential company-related travel or in-person gatherings** including conferences, breakfast/luncheon programs, and any other industry-related meetings.

We strongly believe following these procedures will help to contain the spread of this virus.