
From: Gordon Failes
Sent: Monday, March 23, 2020 12:35 PM
To: Gordon Failes
Subject: Renovations projects - Essential Business & Covid 19

Hello to all Renovations by Starr Homes clients,

Everyone is currently working to understand this fluid situation with orders to stay at home, closings of schools and closings of non-essential businesses. We want you to know that the health and safety of our clients, staff and sub-contractors are top priority. We are doing all we can to communicate as we learn more information about restrictions and procedures. As of today we are taking additional precautions with face-to-face interactions, social distancing and working in or around occupied homes. Our company falls under the current criteria of an "Essential Business" for construction and home building, therefore we will continue working on all projects including design, active status, punch list and warranty on a case by case basis. Here are some criteria we intend to follow:

- Occupied residences:
 - Work inside occupied homes to be limited to "Essential Needs" such as addressing a water leak, HVAC work, Electrical or plumbing that all relate to health and wellbeing, only with permission from clients.
 - If a client decides to decline any services, then all employees and workers are to respect their wishes and we can decide what to do next.
 - Employees and Workers entering homes are advised to keep their distance from occupants according to the 6' distancing rule.
 - Employees and workers are advised to wear shoe covers, rubber gloves, and breathing masks to help prevent any potential spread of the virus.
 - Employees and workers are advised to wipe down door handles and hardware touched as well, using disinfectant wipes and hand sanitizers.
 - Clients are advised to clean as they feel appropriate behind any essential interior work performed.
 - All exterior work to continue with the 6' distancing rule in mind or additional precautions using masks, gloves, disinfectant wipes and hand sanitizers. Some activity will require close contact for heavy items being installed or worked on.
- Unoccupied residences:
 - We recommend limiting face-to-face meetings inside dwellings as much as possible and utilize video conferencing when possible. We are working to have a video conferencing solution in the next day or two.
 - For any essential meetings, all persons are advised to maintain distance, consider wearing masks, gloves and hand sanitizers.
 - While working on the interior, all workers should use the 6' distancing rule or take advanced measures with gloves and masks when working in close contact. Some activity will require close contact for heavy items being installed or worked on.
 - We will have additional wipes and sanitizers as supplies allow for additional prevention measures.
 - All exterior work to continue with the 6' distancing rule in mind.
- Anyone either exposed to Covid 19 or exhibiting flu like symptoms:
 - Clients - If you or anyone in your household have become exposed to Covid 19 or are exhibiting flu like symptoms, please inform us so we can take additional precautions and decide what to do from there.
 - Employees – If you or anyone in your household have become exposed to Covid 19 or are exhibiting flu like symptoms, please do not report to work and inform me immediately so we can take additional precautions and decide what to do from there.

- Subcontractors – If anyone reports exposure or exhibits flu like symptoms, do not allow them on the premises and instruct them to leave and seek treatment. Any such instances should be reported to me as well.
- Projects in Design Phase
 - All of the basic precautions listed above would apply. We intend to continue working on all projects in design phase online as much as possible. Distancing rule and precautions for essential meetings. With more people at home and more time available, we can utilize this time the best we can to get things designed out. We will also have a video conferencing solution in the next day or two that will be helpful to collaborate from lap tops, computers and smart devices. I am here and available if anyone needs me! You can also look at our new website to see some of our work and get inspiration ideas.

Click the link here to visit our website: <https://renobystarr.com/>

These are uncertain times and we are still unsure how many businesses may be closed or considered to be non-essential that could potentially create difficulty or delays in projects. We are all currently working at this time and intend to do continue to do so. However, we cannot force anyone to work if they feel their health is in jeopardy. So please be patient with us as we navigate through this fluid situation we were dealt. Feel free to call me or email any questions or concerns you may have and we will continue to provide any important updates that we receive as well.

Thank you, please be safe and have a great day!

Gordon Failes – Chief Operations Officer



Gfailes@RenobyStarr.com

Cell 913-235-4399

Office 913-663-4548

7539 W. 160th St

Stilwell KS 66085

Website: RenobyStarr.com