KUMLIN | SULLIVAN
ARCHITECTURE STUDIO LTD.

March 2020

To our valued Clients, Consultants and Colleagues ...

In light of recent events here in Calgary, the province, and the country, we want to inform you that we are working through a number of scenarios which will potentially affect the way we do business. The COVID-19 virus spread is causing everyone to be affected in some way based on the closing of some buildings and institutions, such as the closing of Alberta schools and daycares, Calgary City Hall, and others related to our day to day business. This will be putting a hardship on people like those with small and school aged children where there is no stay at home parent or where they have close relatives in the high risk groups.

We are currently implementing a 'work from home' plan for employees as necessary for those that require it, or in the event that we are forced to close our office. The IT side of this is complex and is taking some time to implement.

We have upgraded our cleaning protocols within the office, as is our landlord, and are asking staff to remain at home should symptoms of any illness present themselves.

Relative to project meetings, we are implementing the following protocols:

- Clients/consultants to have conference calls or GoTo/virtual meetings in place of in person meetings.
- Site reviews will still be performed as required but associated site meetings (with clients/consultants/contractors) will take the above format.

Should you have any questions regarding the potential effects this situation may have on your project(s), please direct them to either Barry or Bill.

We appreciate your patience at this challenging time as we work through the logistics of continuing business with minimal disruption but know that we are doing this out of a concern for the health of our staff and business associates.

We realize this is unprecedented in our recent history and a stressful time for everyone. We are working through it to maintain our services as normally as possible.

Thank you for your understanding.

Barry and Bill...