



March 13, 2020

Dear Clients and Partners,

We have spent the last several days and weeks learning about the coronavirus (COVID-19) and how it is impacting our world. For McKenna, that means understanding how it affects our employees, customers, and communities, then making the necessary adjustments to our work and operations. We have one simple objective that guides us: keeping our employees and clients safe. This has been at the center of our conversations every step of the way. With that in mind, we are committed to following the best practice recommendations from organizations such as the World Health Organization, Centers for Disease Control and Prevention, and State and County Departments of Health.

We will continue to closely monitor the situation and will continue to communicate promptly in the event of any unforeseen circumstances that may affect normal business operations. At this time, we will continue to service our clients with no changes to our operations unless requested by our client partner.

The following are some of the best practices that we are following:

1. Encouraging staff to work from home, which is accomplished seamlessly through McKenna's information technology structure.
2. Requiring staff to stay home when sick.
3. Communicating and reinforcing best practices for washing hands and covering coughs and sneezes.
4. Regularly cleaning and disinfecting frequently touched surfaces.
5. Ensuring hand hygiene supplies are readily accessible.
6. Implementing social distancing measures as feasible.
7. Reducing in-person gatherings and activities.
8. Determining ways to continue providing support services while limiting group settings and exposures.
9. Avoiding large gatherings (e.g., greater than 100 people in a shared space).

We will continue to closely monitor the situation and do all we can to protect you and our employees. With the quickly evolving global situation, we will continue to communicate promptly in the event of any unforeseen circumstances that may affect normal business operations.

I hope this answers your questions, please feel free to call us if you have additional questions.

Thank you,

John Jackson, AICP
President