

HIGHT CONSTRUCTION

*Experience Built Into
Every Project*

PO Box 458 | 21 2nd St NE | Minot, ND 58702 | Ph: (701)839-5819 | Fax: (701)839-1094 | www.hightconstruction.com

March 18, 2020

On behalf of Hight Construction, we wanted to share a message with all of you regarding COVID-19 concerns. The health and safety of our internal and external team, their families and our community is of utmost importance. With this in mind, we are implementing recommendations from the medical community, Governor Burgum, Vice President Pence and President Trump with regards to cleaning, disinfecting, and social distancing.

Accordingly, our interactions with customers, subcontractors, vendors, and other partners are best handled via phone, email and virtual meetings at this time. As a team, we will work to be responsive to our needs, via these mediums.

As of this date, we're operating business as usual with full staffing on the jobsites and office as allowed. We are asking our employees to handle as much internal business as possible through phone or electronic means. We sincerely hope it continues that way. Although that's our intent, we're also reviewing and establishing options for our office staff to work remotely if the need arises. We believe our projects' construction activities will continue and that we can continue to provide high quality workmanship and professional services. However, if that changes and we need to cease or limit construction and services, we will advise you as soon as possible.

Likewise, if you or your organization has impact from this pandemic that flows through to a project, please communicate with us so that together we can weather this event. COVID-19 is a real concern for all of us. As we consider ways to protect our team, our families and our community, we trust you're doing the same thing.

Along those lines, we wish you well. Protect yourselves and stay safe.

Sincerely,

Jay P. Hight, President
Hight Construction, LLC

Here are some ways we can creatively interact with each other:

- Virtual meetings on the computer via Go to Meeting or similar applications
- Face-to-Face phone meetings with Face Time

We believe 2020 is an excellent time to build. We look forward to working with you!