

Updated: April 10, 2020

Dear Customer:

Thank you for contacting Foundation 1 (F1) and our response to the recent, and rapidly changing, circumstances with the COVID-19 Coronavirus. Our first & highest commitment is to the health and safety of our employees, customers, their families, and the overall public interest during this crisis.

F1 has been monitoring the recommendations from the U.S. Centers for Disease Control (CDC) and state and local government regarding appropriate strategies our company can take to best support their efforts.

Specifically, F1 has implemented a detailed “Coronavirus Safety Policy” which includes a number of steps, including the following:

- Prohibiting sick employees from working.
- Guidance on handwashing, disinfecting, and sneezing / coughing protocols.
- Social distancing for all team members, including limiting teams to under 10 people.
- Office team members are now working remotely from home.
- Increased cleaning and disinfecting practices in work vehicles, our offices, and at customer locations.
- Increased utilization of PPE in customer interactions.

A copy of our “Coronavirus Safety Policy” is available upon request by contacting our Office.

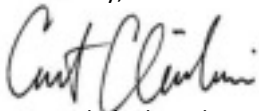
In late March, Kansas City mayor Quinton Lucas issued a “stay at home” order for the Kansas City metro, and both Kansas and Missouri have implemented similar orders. F1 is in compliance with those orders.

Specifically, the services provided by F1 Services Inc, are generally considered “essential” and are, thus, able to be continued. However, in the spirit of the orders and protecting employees, customers, and the public health, we have also worked with customers to schedule delays on projects which can reasonably be delayed until after the most immediate risk decreases. This means we are continuing to provide both evaluations and projects under the “essential business” guidelines during the government orders, but are also scheduling appointments and projects that can be delayed until after those orders expire. We are considering these matters on a case-by-case basis.

Importantly, this allows our business to safely operate under reduced conditions in compliance with those orders, while meeting more immediate customer needs, and also scheduling services for the future for those customers who prefer to delay. Feel free to contact our office to discuss whether your project may qualify as an essential project, and how we can be of service, regardless of your preferences.

As always, our goal is to be a model company and meet our customers needs by working together for the best solutions. We are very proud of our team and how they have responded to the challenges presented by the pandemic. We are, and will be, here to serve your needs in the most responsible manner possible.

Sincerely,



Curt Clinkinbeard, Owner
Foundation 1