



All Elements

Design . Manage . Build
303-1447 Ellis St.
Kelowna, B.C.
V1Y.2A3

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Trades, Suppliers & Staff,

As you all know COVID-19 is dominating our news these past few weeks as we hear of its affect throughout the world and the many efforts to contain or limit its spread. It is an unprecedented time for all of us.

Know that All Elements is actively working on plans to mitigate the effect to our staff, suppliers, trades and projects. Our intent is to minimize its impact on our operations and in turn, yours. During these times we are continuing to work on each and every project. We are taking the necessary precautions to ensure everyone stay healthy to maintain production on all sites.

If need be, the office staff will be able to fully function at remote locations, having access to all files, we will remain on task to ensure our projects remains top priority.

To avoid potential delays caused by product becoming unavailable, should it come to that, we have purchased some necessary materials to keep going during this unpredictable time. We are also taking steps to look forward at product needed in the future to assess ordering or delivering product early in some cases, if we need to, and agree to with each individual client.

We demand, on all of our projects that social distancing requirements as recommended by the province are met and ask that you follow the strict guidelines for isolation and hygiene. If you are sick, at all, please stay home. We will enforce this rule if anyone appears to be sick, we reserve the right to send you home. To keep you all safe we will limit access to sites from outside visitors and hold as many meetings through remote technology.

As outlined in the press release from the BC Government, construction sites are able to stay open at this time. We are committed to continuing work to on our projects to meet expectations of our valued clients but will endeavor to keep everyone safe and healthy.

To our base of much appreciated trade partners, we encourage open dialogue and welcome questions to resolve any concerns you may have and come up with solutions together.

Sincerely,

Kimberley J. Larson *Director* - All Elements Design.Manage.Build

Bob Drunkemolle *Director of Operations*

Stephan Ams *Head of Construction & Technology*