



Austin, Texas Office
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To Our Valued Trade Partners:

We are continuing to monitor the situation with COVID-19 and how it will affect our communities, employees, and customers. We will inform you of operational developments and keep you up to date with what is going on locally, regionally, and nationally. We will be taking extraordinary steps to continue with business as usual, but above all else we place the health and welfare of your family, our associates, and our employees first. Please share this with your team as you see fit.

Office Operations:

Our main office will be open by appointment only. If you should need to come by for any reason please let us know ahead of time so safe practices can be met for gatherings. All of our team is able to effectively continue operations remotely and will continue to do so for an indefinite period of time. We have established daily check-ins with each functional department team as well as our leadership team to ensure we continue to collaborate together and keep the operation moving forward.

Construction Activities and Safety:

We are continuing building operations, but will adjust lead times and schedules as needed to work with our trades and customers. For our Trade Partners, we do expect you all to operate in a safe and healthy manner when on site.

Please refer to the directives from both Travis and Williamson County for requirements for the orders Stay Home – Work Safe. Avi Homes would like to point at some steps and protocol we are taking at the local level in our communities:

1. Occupants inside the Home:

We are limiting trades operating inside the home to NO MORE than Four (4) trades people, and Avi CM; Five (5) people in total. If you determine a site to be unsafe because of the number of people in the home, we will support your decision to not work at that time. Please notify our CM immediately so accommodations can be made.

2. Social Distancing:

While working in and around the home, maintain Six (6) feet from one another. Use common sense. Some homes are a little tighter than others. Work together and respect one another.

3. Do Your Part to Stop the Spread of Germs:

Each Trade is responsible for following the Avi Homes General Scope of works for trade partners. We encourage you to bring your own supplies you may need to keep yourself safe as well as those around you. Wearing gloves is strongly encouraged as is washing your hands often. It is well advised not to touch your eyes, nose, and mouth with unwashed hands.

4. Common Symptoms:

If you are not feeling 100%, DO NOT come to one of our jobs. Stay home if you or anyone shows signs of any of the following symptoms:

- a. Shortness of Breath
- b. Fever
- c. Sore Throat
- d. Sneezing

If you have been exposed to someone who shows any of these symptoms, please avoid coming to work and take the necessary steps to protect yourself and others.

COMMUNICATION IS KEY: DO NOT HESITATE TO CONTACT US WITH QUESTIONS, CONCERNS, SUGGESTIONS, OR COMMENTS.