



To our Clients and Business Partners,

All of us are experiencing differing degrees of personal and business disruption in response to the quickly evolving COVID-19 Pandemic spreading across our country. GEI recognizes the challenges we all will face in the coming weeks and months as we address the myriad of impacts being felt to our lives and business practices.

At GEI, we have been implementing measures to both protect the health and safety of our employees and ensure we are delivering for our valued clients. Our business services group has been working tirelessly to create the infrastructure required to support our project teams as they deliver for our clients, in some cases remotely. Many of these measures are focused on establishing a home office work environment that allows our staff to collaborate and advance our studies, designs and construction services on schedule and with the same quality standards you have come to expect from the GEI team.

In addition to following the guidelines set forth by federal and local governments, the World Health Organization and the Centers for Disease Control and Prevention, GEI has implemented the following:

- Cancellation of non-essential travel, domestically and abroad
- IT systems in place to support working from home, virtual meeting and secure file sharing
- Increased emphasis on personal and workplace hygiene
- Communicate and follow [CDC guidelines](#) to prevent the spread of illness
- Real time updates on the pandemic and how it impacts our business from GEI's People Team
- Communicate with clients, subcontractors and suppliers to maintain safe operations

As GEI celebrates our 50th year anniversary as an independent and employee owned organization, we believe our partnership culture and operational agility will serve our clients well during a quickly evolving societal and business environment. Our entire staff of over 900 professionals remain fully committed to each other and our clients regardless of their specific work conditions.

We recognize the critical role communication and transparency play in addressing the COVID-19 induced challenges we are facing together. To that end, we welcome all our clients and partners to contact GEI with any questions or requests in support of your organization. In addition to your established contacts at GEI please feel free to reach out to me or the individuals to the right for assistance.

GEI is committed to your project needs and we will be focusing our energy and systems to support you. We sincerely appreciate your confidence in our firm and wish everyone the best during these challenging times.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ron Palmieri'.

Ron Palmieri
President & CEO
rpalmieri@geiconsultants.com
847.984.3493

Please feel free to reach out for any assistance:

Vasan Srinivasan - Project Status, Staffing & Delivery. Chief Operating Officer,
vsrinivasan@geiconsultants.com, 513.615.8307

Julie Jennings – Employee Health and Safety, Work Guidelines. Senior VP Health & Safety,
jjennings@geiconsultants.com, 224.240.8335

Tom Kahl – Finance, Accounting and Information Technology. Chief Financial Officer,
tkahl@geiconsultants.com, 781.424.9908

Scott Wallington – New Project Support, Teaming and M&A. Chief Development Officer,
swallington@geiconsultants.com, 781.315.2232

Jon Mahoney – Legal and Insurance Matters. Chief Counsel, jmahoney@geiconsultants.com,
781.850.6184

Ben Sawa - Marketing and Communications.
Director of Marketing, bsawa@geiconsultants.com,
339.293.2852