FROM: Linda Bauer Darr  
Subject: “Response Requested: ACEC COVID-19 Business Impact Survey”

Dear ${m://FirstName},

ACEC is conducting a short “3-minute” survey to collect information that catalogues the impacts COVID-19 is having on your business.

We will be sending this survey weekly in order to track trends throughout this event. Please click the link provided to complete the survey. Thank you in advance for your response.

${l://SurveyLink?d=Take the Survey}

If your e-mail software does not support hot links or you have other problems accessing the questions, please copy and paste the following URL into your Web browser:

${l://SurveyURL}

Knowing that firms are taking steps to protect their employees – such as limiting travel and instituting teleworking when possible – please also let us know if your firm is encountering problems, particularly with public clients. ACEC understands some of these, where those protective measures may conflict with contract terms or business protocols your clients are accustomed to, may create problems with invoices. ACEC will continue to work closely with relevant federal agencies and organizations representing those clients to assist in resolving problems as they arise.

If there is anything ACEC National can do to assist your firm, do not hesitate to reach out to us. You can contact me directly at ldarr@acec.org or reach out to our VP for Marketing and Communications, Jeff Urbanchuk at jurbanchuk@acec.org. Until then, we recommend that you stay tuned to the ACEC website (www.acec.org) and ACEC’s Twitter, LinkedIn and Facebook pages for up-to-date information.

Stay Safe,
Linda

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All your responses are completely confidential and will only be viewed in the aggregate.

Thank you in advance for your participation.

2. As a result of COVID-19, which of the following, if any, has your company restricted or prohibited regarding international travel?
   Select All That Apply
   - Air travel
   - Use of mass transit (trains, busses, etc.)
   - Use of ground transportation (Uber, Lyft, taxi, etc.)
   - Car rentals
   - Client-related travel
   - Travel for training / events / conferences
   - Other, please specify _______________
   - None of the above / We don’t normally travel internationally

3. As a result of COVID-19, which of the following, if any, has your company restricted or prohibited regarding domestic travel?
   Select All That Apply
   - Air travel
   - Use of mass transit (trains, busses, etc.)
   - Use of ground transportation (Uber, Lyft, taxi, etc.)
   - Car rentals
   - Travel for training / events / conferences
   - Client-related travel
   - Other, please specify _______________
   - None of the above

4. Which one of the following best describes your current telework / work from home policy?
   - We are allowing employees to work from home as needed
   - We are encouraging all employees to work from home, if possible, but it’s not mandatory
   - We are requiring certain employees to work from home due to potential exposure/health reasons
   - We have made it mandatory to work from home until otherwise notified
   - Other, please specify_________________________
   - We have not changed our policy; it is business as usual

5. Which of the following, if any, has your company implemented regarding its leave policy?
   Select All That Apply
Emergency **paid** leave for those who become sick, must self-quarantine, or care for others
Emergency **unpaid** leave for those who become sick, must self-quarantine, or care for others
Encouraging employees to donate their paid leave to others who need it
Increased the number of **paid** leave hours to each employee
Increased the number of **unpaid** leave hours to each employee
We already have an unrestricted leave policy
Other, please specify __________________________
None of the above

6. In which of the following ways, if any, are you working with your client counterparts to ensure projects can be executed and work can continue?
   **Select All That Apply**
   - Continuing onsite engagement (as permitted within travel policies)
   - Allowing virtual work opportunities
   - Implementing site restrictions
   - Limiting access to offices, project and construction sites, and group meetings
   - Focusing on meeting and project site hygiene
   - Ensuring social distancing to reduce risk factors
   Other, please specify __________________________
   None of the above

7. Has your company experienced problems with public clients when protective measures may conflict with contract terms?
   Yes, please explain __________________________
   No

8. Is your firm experiencing project delays or cancellations as a result of COVID-19?
   Yes, please explain __________________________
   No

9. Is your firm experiencing delays in the issuance of RFPs/RFQs or awards as a result of COVID-19?
   Yes, please explain __________________________
   No

10. Please describe any other business issues that you are experiencing related to COVID-19.
    **OPEN END**