

EMAIL TEXT

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

Linda Bauer Darr

President & CEO

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SURVE

1. Welcome to the ACEC COVID-19 Business Impact Survey.



AMERICAN COUNCIL OF ENGINEERING COMPANIES

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 constructions 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