

In these uncertain times, ACEC/MD will continue business as usual under the parameters outlined by the CDC.

ACEC/MD Action Plan:

- Suspend all ACEC/MD in-person meetings until at least May 31<sup>st</sup>.
- Committee Chairs will provide conference call information with the support, as necessary, from the ACEC/MD office.
- Updates will be posted on the ACEC/MD website.
- All previously scheduled ACEC/MD events through May will be postponed or, where appropriate, be offered as a teleconference.
- Contact is being made with client agencies to:
  - Emphasize the importance of partnering relationships
  - Willingness to stand ready to assist clients
  - Request business continuity information that could be shared with our membership (ie: invoicing, proposal submittal, and workforce)
  - Emphasize negative impact on all consulting and construction inspection businesses, especially SBE firms that could encounter cash flow issues very quickly
  - Promote that firms are ready, willing and able to safely provide services
- Contact Government Leaders, including members of the General Assembly and Comptroller, to:
  - Highlight important role that industry plays in sustaining US and Maryland economy
  - Importance of design services now to keep projects and associated jobs in the pipeline
  - Explain how the work our firms perform:
    - Fits within CDC guidelines
    - Stimulates economy through shovel ready infrastructure projects
    - Falls under OSHA-issued protocol that allows for design, construction inspection, surveying, and bridge inspection to continue
  - Explaining impact of crisis on all firms, especially SBE firms that could encounter cash flow issues very quickly
- Information provided by clients and government agencies will be posted on ACEC/MD's website
- Firms are requested to provide best practices that could be posted on the website, followed up by a virtual roundtable discussion on the subject organized by ACEC/MD. Information could be especially helpful to SBEs. Best practices should focus on sharing information and how firms are assisting clients
  - Potential topics include:
    - Changes to Insurance – Make sure to give force majeure if it makes sense, true impacts
    - Economic Stimulus/Paid Sick Leave
    - Cash Flow/Invoice Processing
    - IT - VPN

- Travel Restrictions
- Communicating Best Practices
- Planning for a Shut Down
- Legal Issues: project notices
- Pay cuts for senior leadership
- Conference attendance: Some firms have cancelled optional travel & conferences.

As problems solvers, engineers are in the best position to be forward thinking on how to survive this crisis. ACEC/MD appreciates the support from its member firm representatives at all times, and continues to welcome suggestions on how we can assist.