



BLAKE

JOSEPH J. BLAKE AND ASSOCIATES

CONTINUITY PLAN AND SIGNIFICANT PROTOCOLS IN THE FACE OF THE COVID-19 PANDEMIC

OVERVIEW

Recent concerns about the spread of the COVID-19 virus are impacting how Americans do their job nationwide.

We want to assure our clients that we are open for business as usual. Our continuity program is designed to allow Blake to be well-prepared to maintain its ability to serve our clients and operate without disruption during the outbreak.

As we move forward in this challenging time, we are ensuring our employees' safety and preserving their ability to work in their normal capacity to the extent possible.

To minimize infection risk to others and our staff, we have developed property inspection guidelines and will communicate with clients if full interior inspections cannot be scheduled, if re-scheduling is required, or delays in information might delay report deliveries.

PROTOCOLS AND ACTION STEPS

- Communicating frequently with clients and our vendors to understand what restrictions or modifications they are implementing and adjusting our procedures accordingly to minimize impacts of disruptions to ongoing assignments;
- Senior management will engage in frequent conference calls to monitor the situation and employ appropriate policies and procedures that will best protect our employees, clients and the community at large; management will adjust and fine tune contingency plans as conditions change;
- Formulation of back-up plans for office management should key personnel fall ill or be unable to perform their duties
- Implementation of a comprehensive work from home policy for every employee that includes flexibility for our employees as they adjust to modified school hours, medical appointments, and other unforeseen scheduling conflicts;
- Ensure full IT and related support is provided to staff during and after normal business hours to ensure uninterrupted service and on-time delivery of assignments
- Ensure IT infrastructure remains fully operational and without interruption
- Maintaining CDC and World Health Organization best practices relating to virus prevention and mitigation strategies including social distancing, sanitization and other techniques;
- Encouraging cancelation of non-essential travel;
- Suspension of participation at external meetings and/or conferences;
- Postponing all large, internal in-person meetings and gatherings;
- Restricted access to regional offices by non-essential third parties and ongoing communications with our critical vendors related to their readiness to respond to the COVID-19 virus; and
- Reviewing policies and processes to allow our employees to make practical decisions for themselves and their families.



Although it is difficult to quantify how the pandemic is affecting commercial real estate values, we are monitoring the financial impact to the best of our ability by continually talking to market participants such as buyers, sellers brokers, clients and other sources as well as keeping an ongoing dialog with our professional staff.

We would like to take this opportunity to thank you for your continued trust in Joseph J. Blake and Associates, Inc. and relying on us as your strategic partner committed to helping you meet your goals and objectives.

Please feel free to ask any questions or inquire further by contacting:

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