



**COVID-19 Update**  
**To the Syracuse Builders Exchange Membership**  
**Earl R. Hall, Executive Director**  
**June 1, 2020**

Phase 2 of the "NY Forward Business Reopening" began Friday afternoon, with the Syracuse Builders Exchange ("SBE") being included in that category. SBE has filed the required affirmation via the interim guidance issued by the New York State Department of Health, activated the mandatory safety plan for both our employees and office visitors, and are preparing to welcome both back into the office beginning tomorrow, June 2<sup>nd</sup>.

While the future is uncertain, I believe there have been many lessons learned from the pandemic. Business owners and employees alike may develop "new normal" for the workplace. What will yours look like? Will you continue to allow employees to telework? Will virtual conferences replace the traditional meetings? What role will webinars play? How long will we have to practice social distancing in the office and on the job site?

By now the construction industry has adapted to the state's COVID-19 guidance and implemented new on-site and in-office protocols and safety plans. In addition, I suspect those contractors who can have also maintained remote workplace strategies for those employees who may be able to continue to work from home. Each company is different and will have different "new normal" going forward. What will your firm's "new normal" be and for how long?

At the Builders Exchange, I am not sure how long our COVID-19 safety plan will be required, but I do know I will always do my part to protect the employees and our members while in our office. We will attempt to return to normal over time, but welcoming back our staff and those members we service is critical to getting back to some level of normalcy.

**What to Expect When Visiting SBE:**

- A friendly greeting
- Request to sign in (your name/company name)
- Scent-free hand sanitizers
- Social distancing requirement
- Sanitizing wipes
- Sanitizing spray
- Face masks
- A new parking lot
- Office hours M-F, 7:00 AM – 5:00 PM

**How Do I Pick Up Drawings and Specs?**

Members may pick up specifications and drawings on the side entrance of the SBE Building. Monica will be available to assist if necessary.

**Is the SBE Office Plan Room Open?**

The physical plan room is temporarily closed and will not be available to our members.

**Can I Meet with Beth Regarding Phone/iPad Service?**

Yes, you can meet with Beth by appointment only. Please call or email her at (315) 437-9936 or [econrad@syrabex.com](mailto:econrad@syrabex.com).

**When Will Safety Classes Resume?**

Melissa Gould and Lisa Brownson will work with me on determining the appropriate time and schedule to reopen our classroom for training. Please check our web site and look for future communications from Melissa on the status of our electronic delivery of safety training classes along with any announcement for the reopening of our classroom.

**Can Members Use the Conference Rooms and/or Classroom?**

The conference rooms and classroom are currently unavailable for our members use. We will make an announcement when they become available.

**How About SBE's Notary Service?**

Lisa, Beth and Peggy are available to continue providing Notary services to our members free of charge.

**Will Lori and Dimi Be Available for Insurance Questions?**

Yes. Please contact one or both to schedule a visit. While they are always available via telephone at (315) 437-9346, Lori's email address is [lbrowne@theexchangeagency.com](mailto:lbrowne@theexchangeagency.com) and Dimi is [dwingate@theexchangeagency.com](mailto:dwingate@theexchangeagency.com).

**Questions on the Electronic Plan Room?**

Lisa and Monica can be reached at (315) 437-9936. Or email: [lisa@syrabex.com](mailto:lisa@syrabex.com) and Monica at [mnoable@syrabex.com](mailto:mnoable@syrabex.com).

As a reminder, members who have a fever or who are sick (any type of contagious illness) are not permitted to enter the building. Visitors to our building are required to sign-in, wear a mask upon entering and practice social distancing while in the building.

While our staff and I appreciate the tremendous support of our members, it has been a pleasure serving you and your employees during the pandemic. Thank you for the kind words of appreciation or encouragement so many of you shared. In time we will resume functioning on all 8 cylinders and interacting with our guests in a way that makes your construction industry Association special. I value your opinions and appreciate constructive criticism, so feel free to communicate with me should you wish to share either [ehall@syrabex.com](mailto:ehall@syrabex.com).

I welcome the day when we can lift these restrictions and get back to some sense of normalcy. Until then, this is the best we can do – which is better than what we have endured during the past 11 weeks.

