



Pandemic Response Policy

Updated March 2020 - Approved Sept. 30, 2009

Overview

This policy provides guidance on addressing a wide-spread outbreak of highly communicable diseases such as the Influenza or the newly emerged COVID-19 (Coronavirus) in the communities where we operate.

Core Requirements

- The health and safety of Our People is our first priority.
- The U.S. Federal Government has designated the Transportation Industry and the Postal and Shipping Industry as two of 18 Critical Industries/Key Resources vital to the public safety and prosperity of the United States. Every reasonable effort should be made to prevent the interruption of transportation, postal, and shipping services.
- Our customers rely upon us for transportation of their products and goods. These products and goods may include critical supplies needed for the response to a pandemic. Every reasonable effort should be made to prevent the interruption of our services.

Employee Responsibility

- Know the signs and symptom of communicable diseases:

COVID-19 (Coronavirus):

- Fever
- Cough
- Shortness of breath
- Been in close contact with a person known to have COVID-19 or live in or recently traveled to an area with ongoing spread of COVID-19.

Influenza:

- High fever (above 100 degrees F) or chills
-and-

- Cough or sore throat

May also include:

- Runny or stuffy nose
- Body aches
- Headache
- Fatigue
- Diarrhea and vomiting

- If you have a fever you should stay home until 24 hours after the fever is gone to avoid infecting co-workers. Seek medical care if needed. If you tested positive for the COVID-19 you will need to be quarantined for at least 14 days after the symptoms end.
- If you get sick at work, you should go home except to seek medical care. Be sure to notify your supervisor (using the telephone or email) that you are going home sick. Avoid personal contact with your supervisor and co-workers.

- Wash your hands often with soap and water for at least 20 seconds especially after blowing your nose, coughing, sneezing, going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your cough or sneezes with a tissue and then throw the issue in the trash. Clean surfaces contaminated by coughs and sneezes.
- Periodically clean surfaces that have frequent contact with hands, such as counter tops, telephones, and computer key boards particularly if there is more than one user.
- Determine if you and your family should receive the Seasonal Flu vaccination
- Be prepared to work additional hours or days if you are not sick in the event of wide-spread absences due to illness among your coworkers.
- Make preparations for alternate child-care arrangements in the event schools are closed or you are needed to work additional hours.
- If your employment requires you to travel internationally, see the International Travel section of this policy.

Leadership Responsibility

The Company has established a Pandemic Committee to coordinate the Company's preparations and response. See the Pandemic Committee section for additional details.

Supervisors and Managers should take the following steps:

- Develop contingency plans to operate with reduced staff due to illness.
- Encourage employees to practice proper hand hygiene and cough and sneeze etiquette.
- Encourage employees to receive vaccinations.
- Review your department's sick call-in policy with your employees.
- Be prepared to send sick employees home or to appropriate medical care if needed.
- Review this policy with your employees.

Pandemic Committee

- The Pandemic Committee is responsible for coordinating the overall preparations and response to an outbreak in the community or workplace while ensuring business continuation.
- The Medical Director of the Wilmington Air Park Healthcare Center is the designated health official for the Company.
- The Pandemic Committee shall consist of:
 - Medical Director of the Wilmington Air Park Healthcare Center
 - President
 - Director of Human Resources
 - Director of Safety
 - Manager of Employee Benefits

Committee members may appoint designees or the Company may add additional members to the Committee as needed. Given the unpredictable nature of any pandemic, the Committee may modify or change plans at any time with little or no advance notice.

International Travel

International travel may present unique challenges for employees. Some international destinations may not have adequate medical resources available or present language barriers. The Company has contracted with Geo Blue to provide aid to international travelers.

Services include:

- Worldwide access to English speaking physicians trained in western evidence-based medicine.
- Information about the current health situation at many international locations.
- Safety and Security updates for many international locations.
- Convenient access to updated information at https://www.geobluetravelinsurance.com/memberservices_preview.cfm. You can sign up to receive updates sent to your email account or mobile device.

International travelers may also consider carrying a “Flu Kit” consisting of the following items:

- Thermometer
- Acetaminophen (Tylenol) for fever reduction
- Imodium for diarrhea
- Alcohol-based hand sanitizer
- Clorox wipes or similar
- N-95 masks

The “Flu Kit” is not mandatory and is at the voluntary discretion of the employee. You may wish to consult with your physician about overseas travel.

Since both COVID-19 and influenza spreads from person-to-person contact; whenever possible you should avoid crowds. According to the CDC, maintaining a distance of six (6) feet or greater from other people, especially those with symptoms, significantly reduces the likelihood of transmission of the of COVID-19 or influenza.

Communication

The Company has established a COVID-19 web page to update employees about the COVID-19. This web page can be accessed at [MyABX.com/coronavirus](https://www.myabx.com/coronavirus).

General information about COVID-19 can be found on the *U.S. Centers for Disease Control* website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>