



March 24, 2020

COVID-19 Update

Thank you

We cannot begin to tell you grateful we (and the country) are with the professional attitude and dedication of our drivers, mechanics and support staff. We are truly the backbone of this country during this difficult time. Without you, critical supplies would not be reaching those in need. Our country needs to be able to count on a reliable food source during this difficult time.

Access to offices, shop, and driver lounge

We have been told there is confusion regarding what areas of the company drivers can access during this outbreak. We have taken steps to prevent customers and vendors for accessing these areas, drivers have no restrictions different that our normal operations. Please keep in mind that due to insurance reasons, we are not allowed to have anyone in the shop work areas. We ask that everyone practice good social distancing by remaining more than 6 feet apart from one another as well as prohibit gatherings of 10 or more individuals.

Essential Services

There have been a few questions asked regarding the definition of essential services. While each state ultimately has control over what they consider to be essential services during this virus outbreak, we have yet to see a state that excludes transportation as an essential service. In addition, there are certain industries that you might think are not essential services but qualify due to the work they are performing in conjunction with the virus. In an effort to provide additional support, we will be sending out to all employees, a letter explaining why we are an essential service, in the event you may be asked to produce such documentation during your travels.

Driver Support

We continue to look for additional cleaning and sanitation supplies for our employees. As you all are aware, these supplies are difficult to locate. We are working with local stores in an attempt to secure some supplies (as small as they may be) before they are put out for public consumption. We are making these supplies available as soon as we get them.

In addition, from now until April 10th, Pottle's will reimburse you for any of the following items purchased for you and your truck/work area:

- Hand sanitizer
- Disinfectant spray (Lysol, etc.)
- Disinfectant wipes (Clorox wipes, etc.)

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Please continue these preventative measures to help reduce the risk of COVID-19, flu and other viruses:

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.
- If soap and water aren't available, use an alcohol-based sanitizer that is at least 60% alcohol.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Perform routine environmental cleaning
 - Purchase Clorox wipes, or other sanitizing cleaning agents
 - Clean frequently touched surfaces in the workplace (dolly handles, door handles, steering wheels, phones, keyboards, countertops, and so on)
- Avoid Handshakes for now. Politely excuse yourself.
- Last but not least, practice Social Distancing.

In closing, we continue to hear stories in the media of how important our industry is to the nation's recovery. Below is a link to one of those articles.

<https://www.mnn.com/green-tech/transportation/stories/truckers-coronavirus-heroes-pandemic-economy>

As always, thank you for all you do.

Sincerely,

A handwritten signature in black ink that reads "Barry E. Pottle". The signature is written in a cursive, flowing style.

Barry E. Pottle,
CEO & President