



March 27, 2020

COVID-19 Update

This week, Governor Wolf of Pennsylvania and Governor Mills of Maine both issued Emergency Declarations. In line with Homeland Security, both states deemed transportation to be an essential business allowed to operate. With that said, both states implored essential businesses to do such things as create office space with at least 6 feet between employees, limit customer facing exchanges, and allow employees to work remotely.

We've spent several days evaluating our workspaces and identifying opportunities to comply with the declarations. Our number one goal is to protect the health of our employees, owner operators and their families all while keeping our customers loads moving and avoiding layoffs. Over the next few days, you may see a few less faces in the office as people move around. BUT, you should not see a change in how your needs are handled. As always, please don't hesitate to reach out with questions or concerns. Please keep an eye out for our next employee letter via Constant Contact and the Pottle's App.

Recognition

Trucking continues to be recognized throughout the media for your hard work and dedication through these difficult times. Below is a link to an NBC Today segment...

<https://www.today.com/video/how-truckers-are-keeping-shelves-stocked-and-packages-delivered-amid-outbreak-81135685536>

Notable items...

- We are currently working with a local area pharmacy to have them make batches of hand sanitizer for us. We were able to secure 100 8oz bottles today and expect another 50 tomorrow. The 50 bottles were shipped to the PA terminal today. The remaining will be disbursed between the ME terminal, PTI Warehouse & the Sappi yard service.
 - **PLEASE RETURN EMPTY 8 oz BOTTLES AS WE INTEND TO SANITIZE AND REFILL**
- We received notice that the some of the rest areas on the Maine Turnpike had closed their restrooms and only provided an outdoor portable toilet (which was not usable). Upon hearing this, we reached out to the head of the Maine Turnpike Authority and they were reopened by the end of the day. It seems the company the state contracted with for maintenance of these facilities abandoned their duties and left without notice.
- We continue to be in communication with our shippers and consignees regarding them providing a safe working environment for our drivers. To date, we have worked with Wakefern, ES3 & Nestle Water to address concerns reported by our drivers. Please continue to let us know of these types of concerns and we will work to address them as soon as possible.

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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.

As always, thank you for all you do. I am grateful you are part of the Pottle's team.

Sincerely,



Barry E. Pottle,
CEO & President