



March 13, 2020

To all Pottle's Employees and Owner Operators:

As the Coronavirus Disease 2019 (COVID-19) situation continues to rapidly evolve, I want to assure every one of three things:

First, the health and safety of our employees remains our top priority.

Second, we continue to monitor the latest updates from the **Centers for Disease Control** and the **World Health Organization** regarding any spreading of the virus or changes in guidance from a public health standpoint. There is a lot of misinformation floating around. We encourage everyone to continue to educate themselves with reliable, accurate information. The following links are excellent sources of information:

Center for Disease Control and Prevention:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

World Health Organization

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

Keeping workplaces, homes, schools, or commercial establishments safe

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>

Third, we are being responsive to employee and customer questions about our coronavirus preparedness and contingency planning. Our management team has been continuously monitoring the situation. Protocols are in place and will be modified on an as needed basis as the situation changes. This is new to all of us, but I want to assure you we are taking this very seriously and are working in a proactive manner to protect our employees and customers.

- We are asking you to notify your supervisor immediately if you have a
 - fever, cough, or shortness of breath
 - family member with similar symptoms
 - been in contact with someone who has tested positive for COVID-19
- We continue to encourage you to submit your documents through the Driver App.
- We are asking all employees to routinely sanitize your work areas. This includes...
 - Cab of your truck (Including all points of contact inside and out)
 - Computer workstations
 - Breakrooms
 - Driver lounge
 - Restrooms
- We have postponed, the Driver Safety Meeting in PA, scheduled for April 4th.

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We all play a critical role, in times like these more than ever, being a solution for our customers to get critical supplies and products shipped where they need to go. Currently, we do not anticipate any service disruption or delay.

Please contact your supervisor or HR with any questions or concerns on this matter. We will continue to share updates on the coronavirus situation as the CDC and WHO share information.

As always, thank you for all that you do and stay safe out there.

Sincerely,

A handwritten signature in black ink that reads "Barry E. Pottle".

Barry E. Pottle
President & CEO