



To: All CPC Customers
From: Harold (Butch) Wallis, Jr., President
CPC Logistics Inc.
Re: CPC Policy Update on COVID-19 (Coronavirus)
Date: March 10, 2020

There is no higher priority to our CPC Family than the Safety of our Employees and the Customers we interact with each day – and their respective employees and customers. The spread of Coronavirus (COVID-19) is an evolving matter with new information coming out every day. CPC continues to monitor updates provided by the [U.S. Centers for Disease Control and Prevention \(CDC\)](#), [Public Health Agency of Canada \(PHAC\)](#), and the State and Local agencies where our employees work.

Based on current information, CPC has implemented the following measures to help further ensure the safety of our employees and our customers. Effective immediately all CPC Employees have been notified of the following requirements:

- **All personal travel outside the U.S. and Canada within the last 30 days or any future travel must be reported to CPC Management.**
 - Employees are to Report any travel outside the U.S. and Canada for themselves or that of a household member.
- **All contact with anyone who has tested positive for COVID-19 is to be Reported to CPC Management.**
 - Employees are to Report any contact that they or any member of their household has had with anyone who has tested positive for COVID-19.

CPC Management will evaluate all reports before allowing any affected employees to return to work. All reports of contact with an infected person or travel to any of the At-Risk Countries as published by the CDC will result in immediate suspension of services by those employees to your account. CPC will specifically provide extended approved leaves of absence of up to at least 14 days for any such employee to allow them to self-quarantine and/or seek medical treatment, and CPC will make arrangements to temporarily replace any affected employees so as to minimize any disruptions in service to your account.

Since many of our employees physically enter, exit and/or perform work on your property and interact with your employees and/or customers, please provide any specific directions your company has implemented. We will make our employees aware of the policies and insure they are followed.

In addition, we have instructed our employees to continue to follow these public health guidelines:

- Cover mouths and noses with a tissue when coughing or sneezing.
- Washing hands often and for at least 20 seconds - and to use available hand sanitizer.
- Avoid touching eyes, nose or mouth.
- Cleaning and disinfecting frequently touched surfaces at home and work, including doorknobs, keyboards and phones.
- Staying home when feeling sick or have fever and for at least 24 hours after being symptom-free

Thank you for your attention and understanding in this matter as we all take responsibility in the global efforts to slow the spread of COVID-19, and please feel free to reach out with any questions or additional concerns you may have.