

AMA Transportation Company, Inc.

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To Our AMA Family:

We recognize this is an unsettling time, as the coronavirus (COVID-19) situation is rapidly evolving around the globe and the markets have been incredibly volatile. We are closely monitoring developments related to the spread of the virus, and our priority remains the safety of our employees and customers. We will continue to provide updates as they become available.

Out of abundance of caution and in line with the current guidelines designed to protect the health of our employees and customers, the following procedures are implemented immediately. We regret any inconvenience this may cause and thank you for your understanding and support of these initiatives.

The Center for Disease Control (CDC) as well as the Presidential Task Force have been closely monitoring the Coronavirus Disease and providing information on a regular basis to update the population. According to all the resource pages, there is much to learn about the transmissibility, severity and other features associated with the virus.

**Personal Travel: this applies to all AMA employees**

* There are no restrictions on personal travel.
* AMA has restricted all sales reps from going to customer venues or any offsite locations. They will still be available via telephone or email for any help you may need.
* We also have restricted any outside personal to all of our locations.
* We recommend air travel within the U.S be scheduled with caution.
* If you plan to travel outside the continental U.S., travel on a cruise ship or travel to cities within the U.S.with known severe outbreaks of the Coronavirus, you are required to contact Human Resources prior to travel.
* When returning from a trip outside the continental U.S., from a cruise or from a city with known severe outbreaks of the virus (level 2 or 3), you must contact Human Resources prior to your return to work for further instructions. You may be quarantined in your house for 14 days and provide confirmation from a doctor that you have not tested positive to the Coronavirus.

**Prevention**

* Cover your mouth and nose when you sneeze with your elbow (do not use your hands).
* Wash your hands often. (Recommendation is for a minimum of 20 seconds).
* Clean shared surfaces and equipment often.
* Clean your workstation, i.e. daily cleaning of the inside of the truck and all of its touch surfaces.
* Avoid touching your eyes, nose and mouth.
* Avoid shaking hands.
* Stay home when you are sick and check with a health care provider as needed.
* If you exhibit any of these symptoms, do not come to work. Do not drive to the hospital or your doctor. Call your doctor for instructions for what to do, and where to go for treatment. Notify your manager and Human Resources after consulting with your doctor.
* Some customers may require a driver to have their temperature taken and/or other safety precautions in place. This process is to insure the safety and health of our employees and our customers and should not be viewed as an invasive procedure. We want to thank our drivers in advance for their cooperation and our customers for their dedication to safety too.

**Attendance**

* Employees who exhibit symptom of the Coronavirus are required to stay home.

**AMA Drivers**

* Drivers will refrain from personal physical contact. As when possible keep at least 6 feet from others.
* Prepare for remote administration access.
* Drivers will wear gloves.
* At all AMA locations we will limit large groups of 5 or more.
* Do not share pens or pencils.
* All paper work, BOL or delivery receipts are to be handled with gloves.

**AMA ADMIN:**

* Any and all paperwork is to be handled with gloved hands.
* Please wipe down and disinfect your working space upon arriving and departing your work station.
* Take reasonable and proper precautions to keep yourself and fellow employees safe and protected.

As a valued employee and customer, we are committed to supporting your needs- during these uncertain times, and as always.

For additional information about COVID-19, you can visit the Center for Disease Control website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

We will remain fully operational, and we are taking every necessary step to continue to provide the service you rely on, while always keeping safety first and with a minimal level of disruption as events unfold.