



**Updated Policy & Guidance
CPC Drivers and Other Personnel Assigned to Client Locations
Coronavirus Disease 2019 (COVID-19)
March 18, 2020**

As CPC Logistics, Inc. continues to monitor the local, national and worldwide incidence of the coronavirus and the illness it causes, COVID-19, CPC Drivers and other Personnel are asked to review the following workplace policies and guidance. It is likely this information will change as the situation evolves and more becomes known.

The following is updated and effective Immediately until further notice:

PERSONAL TRAVEL

While we cannot restrict your personal travel, CPC recommends using sound judgement and discretion on when and where you may choose to go.

1. All personal International travel outside the US or Canada is strongly discouraged. Both the US and Canadian governments have strongly discouraged travel to other countries.
2. We strongly urge extreme caution and judgment for your personal domestic travel.

Anyone who returns from a location with a [CDC level 3 travel warning for COVID-19](#) [link below], will result in temporary restrictions on returning to work, as will any positive test for or contact with a COVID-19 positive person by you or your household members. This may include self-isolation per guidance from the CDC and WHO. Most self-isolations will last up to 14 days.

Current Level 3 Locations include the following: China, Iran, S. Korea, UK and Ireland and most All of Europe. For up to date information review the following <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

CUSTOMER, VENDOR, ETC. LOCATIONS

Since most of our employees physically enter, exit and/or perform work on Customer property and interact with their employees and/or customers, be aware of any specific directions they may implement. CPC Management will update you on the customer's policy as it becomes known and adherence to their policy is expected.

REPORTING REQUIREMENTS FOR EMPLOYEES

The following should be reported to your CPC Regional/Operational Manager as soon as possible per the earlier issued policy:

1. All recent and future planned travel by any employee or an immediate household member outside the U.S. and Canada;
2. All contact by an employee or an immediate household member with someone who has tested positive for COVID-19; or
3. Any positive test on any employee or an immediate household member for COVID-19.

Any reporting of any employee or household member by anyone will follow General Privacy Guidelines. Meaning, the name of the affected or possibly affected employee or household member will not be shared with other employees.



EMPLOYEE LEAVE AND BENEFITS

CPC will be flexible in its absenteeism and leave policies in order to accommodate any employee who may need to stay away from work due to this matter. This will include the following:

1. CPC will follow all Federal, State or Local regulations. CPC is waiting for final guidance from the US Federal government for policy that would be implemented. For states with Sick Leave or additional policies, their guidance will be followed.
2. In addition, CPC is working with our customers for specific provisions related to their operations. You will be notified as soon as policies are finalized.
3. Employees will also have the choice to use PTO/Paid Vacation/Personal Holidays for time away from work, if requested.
4. If needed CPC will "Accelerate or Advance" any not yet earned PTO/Vacation/Personal Holidays to allow employees to be paid if you need to stay home from work related to this matter.
5. All absences due to the Coronavirus will be designated the "Approved Leave" and not counted against any attendance-absenteeism policies or attendance award programs, or other policies, etc.

TESTING COSTS FOR CORONAVIRUS

For those employees and family members on the CPC Medical Plan, if it becomes necessary for any employee or dependent to get a test for COVID-19, the Plan will waive all out-of-pocket costs for these COVID-19 tests. This includes waiving deductible or co-pays.

Please contact Accolade with Medical Benefit Plan assistance and/or questions or concerns:

- Call (844) 351-3536
- member.accolade.com
- Refer to your Medical Benefits Card

If you are under a separate plan you should contact the Insurance company for guidance.

BUSINESS CONTINUITY

CPC has taken action to prepare for the need to allow our corporate management and administrative staffs to continue normal business operations in the event of any office or building closures, or government-imposed shut downs or restrictions. Specifically, we are prepared to make work-from home arrangements and to have the use of an alternative site location for our Chesterfield, MO headquarters personnel, if the need arises. We have ensured that despite any closures, shutdowns or restrictions, that we will be able to process and manage our regular business and ensure that our drivers and other employees are timely paid and other employment matters are handled.

ADDITIONAL CLEANING

CPC is working with our customers to provide additional cleaning for the Drivers and Others work areas. Both parties are working to access disinfecting supplies but are limited by their availability. We are also working with our customers to provide additional cleaning of the equipment when available for the drivers. When disinfectants are available you should wipe down your work area, which for drivers would include doors and steering wheels and other areas that are frequently touched. In addition, you should thoroughly wash your hands before and after deliveries.



ONGOING COMMUNICATION AND SAFETY PROCEDURES

CPC will continue to provide on-going communication in this fluid situation. We will err on the side of protecting all our employees in this regard and continue to stress the importance of **Staying Home If/When Sick or experiencing flu like symptoms** – and doing so for at least 24 hours until after All symptoms have ceased. Also, we will be flexible in our policies and work to best accommodate our staff for their overall safety and our entire company and customers.

In addition, continue to follow these public health guidelines:

- **Cover your mouth and nose** with a tissue when coughing or sneezing. Influenza, COVID-19 and other serious respiratory illnesses are spread by cough, sneezing or unclean hands.
- **Wash your hands often** to help protect you from germs. The recommended washing time is 20 seconds. Hand sanitizer should also be used when available.
- **Avoid touching your eyes, nose or mouth.** Germs are often spread when a person touches something that is contaminated with germs and then touches their face.
- **Practice other good health habits.** Clean and disinfect frequently touched surfaces at home and work, including doorknobs, keyboards and phones.
- **Practice social distancing.** Please avoid large group gatherings/crowds and try and maintain a distance from others. Avoid handshaking and other personal contact with others when possible.

SOCIAL DISTANCING AS A TRUCK DRIVER OR OTHER PERSONNEL

Social Distancing as a driver or a warehouse worker means taking extra precautions as you perform your duties, but most of the basic facts are the same as listed above – Stay home if sick, wash hands, etc. Additionally, perform the following steps:

- Keep a minimum of six (6) feet or more (3 meters) apart from others when possible;
- Do not shake hands or make other physical contact;
- When at work, avoid gathering in large groups with close contact in break rooms, on the yard or in other areas. CDC recommended group gatherings should be ten (10) or less; and
- When off duty or not working, avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs, etc.

CPC will be coordinating with our customers on ways to minimize this contact when making pick-ups, deliveries, etc., especially in highly impacted areas. This can include the handling of paperwork, etc.

Finally, we have included recent information from the CDC based on the President's recommendations as well as short concise information.

This is an ever-changing policy and will be adjusted accordingly due to guidance from the CDC, WHO and other Federal, State, Provincial, or Local agencies.

Please be safe and practice good personal hygiene habits for the well-being of you, your family and friends and all those you encounter. Working together we can minimize the risk for everyone.