



March 13, 2020

**Subject: COVID-19 (Coronavirus) Prevention Action Plan**

We are very aware of the severity and potential impact of COVID-19 on our industry and are well prepared to manage this crisis with our proven business plans and protocols. Our Action plan currently encompasses a multiple phase process.

We have provided our employees with protective hand wear, disinfecting tools and health instructions to protect both themselves and anyone they may come in contact with, during this time. Administrative employees will be moved to provide a minimum of recommended distance with themselves and others within their working area. If necessary, we are prepared to have the majority of these workers perform their essential duties from home. While the dock attendance would need to remain constant at our location, the Performance and partner drivers could be deterred from leaving their truck while docked at our facility, to further minimize personal contact with other workers.

Our drivers have been instructed to cooperate and comply with any Customer requirements at the time of pick or delivery. Our Customers are encouraged to reach out to us with any protocols they may need us to adhere to. Performance Freight Systems, Inc. is a strong, stable organization and committed to keeping our Customers and Employees as safe as possible during this time.

We are following all recommendations from the CDC as outlined in their Guidance for Businesses. The weblink is provided below for your information.

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Thank you.

Gregory Fox, President

And the entire Management Team