



To: Relay Express Independent Contractors
From: Jim Bernecker, President, Relay Express
Re: Coronavirus (Covid-19) Restrictions Exemption for "Essential Workers"
Date: 11/20/2020

Greetings to Relay Express Independent Contractors:

Relay Express continues to closely monitor the developments and global impact with respect to the Coronavirus (COVID-19). As of today, Relay Express will continue to operate business as usual and it is important that we do just that. Many customers rely on our service for critical products including lab testing and prescriptions. We are continuing to monitor policies and updates from a number of customers. Protocols are changing fast, please pay attention to individual policies and procedures for locations such as:

- Walgreens Pharmacies
- Nationwide Children's Hospital
- United States Post Offices
- Testing Labs such as Compunet and Quest
- Deliveries to Nursing Homes or Elderly Populations

We understand that this virus has created constraints for employees and vendors. Relay Express is following all CDC recommendations for prevention of illness. All CDC recommendations can be found here:

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

Below is a link to the most recent mandate from Governor Dewine, the "Director's Stay at Home Tonight Order." According to Governor Dewine, "The curfew does not apply people going to and from work" A copy is also included with this memorandum for your reference:

<https://coronavirus.ohio.gov/static/publicorders/health-order-encouraging-ohioans-to-stay-home.pdf>

Relay Express wants to continue to provide all Employees and Independent Contractors with information and supporting documentation from the Department of Homeland Security's Cybersecurity and Infrastructure Securing Agency (CISA) to ensure our essential services are continued during these times. These exemptions are modeled after guidance published originally on March 19, 2020 by the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA) "Memorandum on Identification of Essential Critical Infrastructure Workers during Covid-19 Response". The Memorandum since then has been updated and specifically identifies "transportation and logistics" workers as essential critical infrastructure

workers. This document, along with other “Essential Worker” guidance, can be found at the link below and a copy is attached to this memorandum for your use and reference:

https://www.cisa.gov/sites/default/files/publications/Version_4.0_CISA_Guidance_on_Essential_Critical_Infrastructure_Workers_FINAL%20AUG%2018v3.pdf

Furthermore, attached to this memorandum, are several documents from some of Relay Express customers, mentioned above, to help identify you as an “Essential Worker”.

While providing these services to our communities, please remember to take proper precautions to protect the health and safety of everyone in our communities. Please continue to wear face coverings and maintain your distance from others. Thank you for your continued support during these difficult times.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Bernecker", with a long horizontal flourish extending to the right.

Jim Bernecker



November 3rd, 2020

DHL Carriers and Drivers;

As a part of the global transportation sector, DHL eCommerce Solutions is considered an element of the U.S. “critical infrastructure,” with “special responsibility” to maintain normal work schedules throughout the COVID-19 outbreak as well as the current general election cycle. We are a key part of the “essential services” supply chain delivering pharmaceutical prescriptions, medical supplies and general supplies to the U.S. population. Our employees work during the day and at night, and given the critical nature of our work, our employees should be granted freedom to travel to and from their place of work. This freedom should also be granted to our 3rd party carrier’s employees and independent contractors who perform the transportation of freight in our network.

If you have any questions please contact the undersigned at **800-426-7478**.

Sincerely,

Jason Smith

Sr. Director of Transportation

Leighanne Brown

Director of Transportation

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Essential and Authorized Contractor

Per the Coronavirus Guidelines issued by the President of the United States of America (Mar. 16, 2020).

COVID-19



Coronavirus (COVID-19) Overview and Protective Measures for NCH Courier Services Employees:

What is Coronavirus?

COVID-19 is a new strain of coronavirus that causes respiratory infection. The first cases occurred in Wuhan, Hubei Province, China in late 2019. The virus has spread to many people living in China and now other countries including the United States.

Symptoms:

People can have symptoms 2 to 14 days after being exposed. Symptoms can be mild to very serious and life-threatening. Symptoms include:

- Fever
- Cough
- Shortness of breath

How is COVID-19 Spread?

Experts are still trying to figure out the exact way the virus spreads, but it is known to spread from person to person. Spread from one person can occur when people are in close contact (approximately 3-6 feet) and generally occurs when an infected person sneezes or coughs and droplets spread.

How to Prevent Getting COVID-19?

There is not currently a vaccine to prevent coronavirus. Here are things you can do to protect yourself from Coronavirus and other respiratory viral infections like the flu:

- Wash your hands often with soap and water
- When water isn't available, use disinfecting hand sanitizer
- Practice social distancing: keeping 4-6 feet between yourself and others
- Avoid hugging, kissing or shaking hands with others
- Avoid touching your face (specifically eyes, nose and mouth)
- Do not come to work if you are sick

Specific Protective Measures required for NCH Couriers:

- Use disinfecting hand sanitizer after each stop
- Use provided disinfecting wipes to clean all hard surfaces of your vehicle at the beginning and end of each shift (including steering wheel, dash buttons, gear shift, turn signals, door handles, etc.)
- Wipe down cell phones with disinfecting wipes before and after each shift.

Further updates will be provided as the situation changes.

To: UPS Business Partners

From: Laura Lane, President, UPS Global Public Affairs

Re: Continuing UPS Operations during the COVID-19 Crisis

Date: March 20, 2020

Several states and local governments have issued Executive Orders requesting individuals living in their jurisdiction to stay home or at their place of residence as a protective measure against the Covid-19 health crisis. Further, these Orders generally prohibit businesses from remaining in operation during the crisis.

Please be advised that these Executive Orders generally provide exemptions for workers who support essential services, or essential businesses, or critical infrastructure. They exempt businesses and their workers who are supporting these essential services.

These exemptions are modeled after guidance provided on March 19, 2020 by the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA) "Memorandum on Identification of Essential Critical Infrastructure Workers during Covid-19 Response". The Memorandum specifically identifies "transportation and logistics" workers as essential critical infrastructure workers. Essential workers include UPS employees, vendors and business partners who together ensure the continuity of our operations during this crisis. The Executive Orders being issued by states and municipalities are incorporating similar worker exemptions for those providing essential services.

Additional guidance on critical infrastructure workers can be found the following link: <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>. UPS will continue to provide updates on UPS.com.

Thank you for your continued support during these difficult times.

A handwritten signature in cursive script, appearing to read "Laura Lane".