

*Appalachian and Ohio Railroad, Inc.
Evansville Western Railway, Inc.
Paducah & Louisville Railway, Inc.*

COVID 19 Policy

Objective

The purpose of this Policy is to establish a coronavirus (COVID-19) prevention and response policy for employees, contingent workers, suppliers, and visitors. The Policy and procedures established in this document have been developed to protect the health and safety of all employees, contingent workers, suppliers, and visitors, as well as to safeguard railroad operations.

IF YOU OR AN EMPLOYEE ON YOUR TEAM HAS BEEN QUARANTINED AND/OR DIAGNOSED WITH COVID-19, IMMEDIATELY CALL the Human Resources Department- Karen Tucker (270)444-4304; Alayna Stinnett (270)444-4330; Sherri Goodwin (270)444-4338.

Questions concerning this Policy should be directed to Karen Tucker at kmtucker@palrr.com or Tom Garrett at jtgarrett@palrr.com.

This Policy applies to all employees, contingent workers, suppliers, and visitors who require access to property and buildings owned by P&L Transportation, Inc. and its subsidiaries (collectively “PLT” facilities).

Guidance

Coronavirus (COVID-19) is a respiratory illness that can spread from person to person. Employees should review the CDC’s webpage at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> and Travel Information page <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> for the most up to date information on COVID-19. The CDC advises avoiding travel to countries with Level 3 Travel Health Notices. If returning from these countries you will likely be screened by federal health officials, be advised to remain home, and self-monitor for symptoms.

- COVID-19 is being reported in countries worldwide and specific guidance is not possible for all potential travel destinations. Be aware of your surroundings, where you go and whom you visit.
- If you become symptomatic (fever, frequent cough, shortness of breath) it may or may not be due to COVID-19 infection. Contact your healthcare provider for guidance.
- If you have travelled to a location where COVID-19 has been identified and you think you may have been exposed, contact your healthcare provider and your local health department for guidance.
- Based on the incubation period observed with previous coronaviruses, fever, cough and shortness of breath may appear 2-14 days after exposure to COVID-19.
- Contact the Human Resources Department immediately if you test positive for COVID-19, are presumed to have COVID-19, or are quarantined at home by a health department official.
- Review the following websites for additional information:
 - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - <https://www.who.int/>
 - <https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

Policy

1. Employee

○ Travel

- All international business air travel is suspended until further notice.
- Only business critical domestic travel is allowed with approval by the President. Travel to/from/between A&O, EVWR and P&L is allowed with approval by the Department Head.
- Employees must report any personal international travel to their supervisor before returning to work. Travel details will be reviewed by the Human Resources Department consulting with company physicians, and employees may be asked to stay home for a 14-day waiting period.
- Employees are encouraged to follow CDC and WHO guidelines during personal domestic travel. Any travel to an identified COVID-19 affected area must be reported to your supervisor for review by PLT company physicians.
- Employees working from home after returning from travel who become symptomatic during the 14-day waiting period will be required to remain away from until asymptomatic for 24 hours and may return with a note from their treating physician confirming an absence of COVID-19.

○ Illness

- Employees at work displaying symptoms of frequent cough, fever, or shortness of breath may be sent home immediately.
- The employee's supervisor should consult with the Human Resources Department who will consult with company physicians for specific guidance.
- Employees sent home must be cleared by their treating physician before returning to work.

○ Diagnosed

- Employees diagnosed with COVID-19 or presumed to be at high risk for COVID-19 should follow their physician's and local health department's guidance.
- Employees with confirmed COVID-19 or presumed to be at high risk for COVID-19, will need to remain off work until fully recovered and asymptomatic for 24 hours with clearance by their treating physician confirming that they are no longer contagious.

○ Contact with COVID-19

- Employees with close contact (working within 6 ft.) of an employee diagnosed with COVID-19 may be sent home and may be asked to work from home for 14 days or until released from quarantine per instructions of the public health department. Their names and contact information will be provided to the public health department.
- Employees exposed (working within 6 ft.) to symptomatic employees (frequent cough, fever or shortness of breath) may be asked to work from home until the situation is reviewed and the employee is medically cleared by PLT company physicians.
- Employees who remain asymptomatic following known exposure to community contacts or family members diagnosed with COVID-19 should work from home at least 14 days from last date of exposure or until cleared by their physician or public health department.

- **Reporting Procedures**

All PLT employees are required to notify their manager if they:

- experience any COVID-19 related health concerns or illness
- have contact with public health departments and/or receive orders for quarantine;
or
- experience any other issues, as it relates to COVID-19, that would prevent them from working in accordance with existing company policies.

Upon notification by an employee of any of the foregoing, the manager shall immediately contact the Human Resources Department.

- **Work Considerations**

- If you have been asked not to come to work and are not able to work from home, contact your manager and await further review.
- All absence management policies, sick day, FMLA, short term disability policies and policies for returning to work following medical leave remain in effect.
- Employees who have not been diagnosed with, who do not experience health concerns, and have not had contact or exposure issues related to COVID-19 are expected to report for work in the normal course. Union absenteeism/attendance and corrective action policies remain in effect.
- Individuals under quarantine by the health department due to exposure to COVID-19 and whose job is not amenable to working remotely will be considered on medical leave with policies and benefits applied accordingly.

2. **Contingent Workers with daily or regular access to company property**

- Contingent workers will be expected to comply with this Policy. All employees must ensure their sponsored contingent workers are in compliance with both this Policy and their direct employer's applicable policies.
- Sponsor managers will be expected to coordinate with the contingent worker's manager should the contingent worker be returning from travel, become ill or is specifically diagnosed with COVID-19, or presumed to have or be the subject of a health department investigation for COVID-19.
- If contingent workers are diagnosed with, presumed to have or have been exposed to COVID-19, they will not be permitted on the property.
- If access to PLT facilities is denied, sponsor managers must ensure that the contingent worker's direct employer is notified immediately.

3. **Contractors/Vendors/Visitors**

- Managers will need to determine whether the contractor, vendor or visitor needs access to PLT locations and employees for business critical work.
- If the access is for business critical work, all contractors, suppliers, and visitors are required to comply with this Policy. No contractor, supplier, or visitor should be allowed on PLT facilities unless it is determined to be business critical. Contractors, suppliers, and visitors must report any illness that occurs within 14 days after visiting a PLT facility to their employee sponsor.
- International contractors, vendors and visitors will not be permitted access to a PLT facility unless they have been in the United States and without symptoms (frequent

cough, fever or shortness of breath) for 14 days before coming on property for business critical work.

Personal Hygiene Preventive Practices

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, the CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
 - CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
 - N-95 respirators should be reserved for use by health care professionals caring for ill patients.
 - Surgical style facemasks are only for individuals who are ill to prevent virus transmission by coughing or sneezing.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

Workplace Hygiene Preventive Practices

- Choose an alternative greeting practice other than shaking hands or other close contact greeting practice.
- Use standard household cleaning products or sanitizing wipes to wipe down frequently touched hard work surfaces.
- Use sanitizing wipes to wipe common use shared work equipment, tools, chair arm rests and work stations before and after use.
- Any location where a person has worked and has been diagnosed with COVID-19 will be closed and restricted until a deep cleaning can occur. Temporary alternative work locations or work from home practices should be used until completion of the deep cleaning.

Effective Date

This Policy is effective immediately upon issuance. It replaces and supersedes any applicable previous policy, procedure, or practice.

Enforcement

Violations of this Policy are taken seriously and will be addressed pursuant to PLT's discipline policies and practices. If you violate this Policy, you may be subject to discipline, including discharge and termination of contracts.