

May 12, 2020

COVID-19 Communication

To our valued customers:

We thank you for your continued loyalty and support during these difficult times. Since our last communication in late March, AllTranstek has been fortunate to have had minimal impact from any COVID-19 or other illnesses to our employees. Like many of you, we acted quickly to significantly reduce the number of people working in our Downers Grove and Houston offices, and to implement personal hygiene and social distancing measures for the staff who are in the office. Here is a brief update to our key performance areas as we enter a new month of the “new normal.”

KEY PERFORMANCE AREAS:

- **Human Resources**-Your fleet management team remains fully staffed.
- **IT Systems**-All of our IT systems and functionalities are operational and secure with back-up and emergency recovery processes in place.
- **Vendor Network**-All our vendor partners are operating without interruption.
- **Regulatory Compliance/Technical Consulting**-Our regulatory compliance and technical consulting teams are also fully staffed and available, and we continue to monitor all FRA, AAR, and other industry communications and developments as they relate to your fleets.
- **Organizational Functionality/Business Continuity Planning**-All our core business systems and processes are fully operational and our Senior Management is closely following the situation to ensure our ability to respond to any changes.

KEEPING YOUR STAFF SAFE

Our number one priority is to keep our employees and yours safe. At this time, we have no intention of returning our employees to the office in any significant numbers until likely mid-June at the earliest. However, if you need to meet, or have our regulatory compliance, technical consulting, or inspection services team come to your location, we have social distancing, personal hygiene and other practices in place to have a meeting and ensure all employees visiting one of your facilities are healthy. This includes being fever free and confirmation that no one has any of the current CDC potential COVID-19 symptoms or other illness.

I have spoken to many of you over the past few weeks but if you have any questions, concerns, or needs, please feel free to call.

Sincerely:



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