



Date: March 16, 2020
To: Rescar and AllTranstek Employees
From: Joseph Schieszler, Jr., CEO
Subject: COVID-19 Communication

Rescar and AllTranstek's Senior Management teams continue to make decisions with an overarching focus on the health and safety of our employees and our customers. We are proactively monitoring the situation and working with our landlords, host customers, and other partners to ensure as safe and healthy an environment as possible while also providing the service our customers need. We will evaluate and respond to the impact of the virus on our business operations and will provide updates on key changes.

Effective immediately, Rescar and AllTranstek have implemented a ban on all non-essential travel. Any business travel requirements must be reviewed and approved by your supervisor.

During this difficult period, it is imperative that we maintain open lines of communication at all times. It is important that we are able to provide our customers with accurate information on the availability of our employees to meet the customers' needs as essential service providers. Supervisors are requested to keep a list of contact numbers for each of their employees to be used for communicating work status and other issues. We will also be providing information and updates on our website and all employees are encouraged to log into the employee portal to obtain up to date information on any changes to the foregoing and operational status.

Thank you all for your continued effort and dedication.

COVID-19

The COVID-19 pandemic is a dynamic health and safety situation that affects all Rescar and AllTranstek employees. As we continue to monitor daily events throughout North America, employees are to stay home if they experience fever, cough, shortness of breath or difficulty breathing, or any of the following apply:

- Traveled to an area with widespread confirmed COVID-19 cases as identified in the latest EHS Safety and Health Advisory;
- Diagnosed with COVID-19;
- Come in contact with an individual with a confirmed diagnosis of COVID-19;
- Come in contact with an individual suspected to have COVID-19 and is symptomatic;
- Received a quarantine order by a government entity or medical provider; or
- A customer has implemented other restrictions on access to facilities.



EMPLOYEE RESPONSIBILITY

The employee should immediately notify their supervisor by phone that they will not be attending work. In addition:

1. Call your supervisor as soon as possible with an update on the expected duration of your absence.
2. Employees diagnosed with COVID-19 and/or placed in quarantine at a medical facility or on self-quarantine by their primary care physician will be required to have written authorization from their primary care physician prior to returning to work.
3. Employees that have a reasonable and good faith belief that another individual in the workplace has been diagnosed with or in contact with COVID-19, should report the information immediately to their supervisor; and Corporate HR by telephone or email: (630) 829-9450, (630) 829-9438 or hr@rescar.com
4. Employees with school aged children have been advised that schools will be closed for the next couple weeks or longer. We recognize this places a tremendous burden on each of you and Rescar/AllTranstek are currently assessing an appropriate response to minimize the burden on each of you while still maintaining our operations as many of our facilities and operations are deemed "essential" functions by our customers and are necessary to support all North Americans by ensuring a stable continuation of shipment of products by rail.

Congress is also likely to act with legislation in this area this week and we will provide an update as soon as possible. For now, as stated above, if you are sick or have been exposed to the COVID-19 virus, you need to notify your supervisor and stay home for your safety as well as the safety of your co-workers.

PERSONAL TRAVEL

For personal travel, consider following the guidelines published by the Environment, Health, and Safety Advisory (EHS) with respect to areas with widespread COVID-19 outbreaks. If you are traveling internationally or to areas that have widespread COVID-19 outbreaks, you will likely be required to self-quarantine for 14-days before being allowed to return to work.

MANAGEMENT RESPONSIBILITY

Supervisors should immediately notify Rescar/AllTranstek Senior Management Team and HR Department of the following:

1. Any potential cases of the COVID-19 virus so they can be tracked to ensure safety of all Rescar/AllTranstek and customer employees.
2. If it is determined that an employee should not be in the workplace, so a determination can be made of whether the job responsibilities can be performed remotely or back up is available.
3. If it is determined that an employee should not be in the workplace, and the job responsibilities cannot be performed remotely, we are currently exploring all options on how we can assist the employee until they are cleared for return to work.

WORKING TOGETHER

We all must work together to ensure that we manage all risks associated with the COVID-19 virus to ensure the safety of all Rescar and AllTranstek and our customers' employees. Therefore, everyone needs to follow the CDC recommended safety precautions:

- 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.
- Avoid touching your eyes, nose and mouth.
- Avoid close contact with people who are sick.
- 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.
- Stay hydrated – drink water on a regular basis.
- Get adequate sleep.

Corporate Offices

We are working with our landlords in Downers Grove and elsewhere to ensure heightened cleaning and disinfecting is being undertaken especially in bathrooms, high traffic areas, kitchen areas and doorknobs and handles. Please use the hand sanitizers each time you enter or leave through a door whenever available. We are also implementing some “social distancing” parameters for the office environment.

Effective immediately:

- Refrain from handshakes and any form of greeting that requires physical contact.
- Restrict meetings to virtual meetings and conference calls, where appropriate.
- Postpone non-essential in-person meetings.
- Where possible, stay at least six feet apart from each other.
- In meeting rooms, leave at least one empty chair between you and the surrounding employees.
- Do not pass snacks, training materials, or other items person-to-person.
- For all meetings, the details and identity of participants should be recorded and retained.
- Avoid socializing. Contact others via telephone, IM, Skype, etc.
- Avoid congregating in breakrooms, copier rooms, or other places where people socialize.
- During breaks, eat at your desk or away from others.

Field Service Locations

Rescar Field Service location offices and equipment need to follow these same guidelines and be cleaned/disinfected after daily use to ensure we are keeping our work areas as safe as possible. Rescar trucks should be disinfected at the end of service each day by wiping all interior surfaces including the steering wheel, dashboard, control panel instruments and knobs or icons, window controls, and door handles with disinfecting wipes.

ADDITIONAL INFORMATION

Medical Health Coverage

Employees enrolled in medical coverage through BlueCross BlueShield can access participating in-network providers, review claims, request a new medical identification card and much more by registering on BlueCross BlueShield's Blue Access for Members (BAM) website:

<https://members.hcsc.net/wps/portal/bam/registration>

In addition, employees and family members covered under the BlueCross BlueShield medical plan also have the option to a virtual doctor visit using your smartphone, table, or computer 24 hours a day. Board Certified doctors can diagnose your symptoms, prescribe medication, and send prescriptions to your pharmacy of choice.

To get started, register on MDLive https://members.mdlive.com/bcbsil/landing_home. You may also call the 24/7 Nurse line on the back of your BlueCross BlueShield card (1-800-299-0274).

Public Information

Given the fluidity and rapid evolution of information available about the virus, we are asking all employees to utilize publicly available information from:

- CDC: www.cdc.gov/coronavirus/index.html
- WHO: www.who.int/emergencies/diseases/novel-coronavirus-2019
- Public Health Agency of Canada: <https://www.canada.ca/en/public-health.html>
- Local communities/hospitals/ treatment centers/ public health organizations