



This bulletin provides an update to you on ABX Air's efforts to mitigate COVID-19 (coronavirus) infection among employees.

1. Lysol (or other brands) disinfectant wipes have been provided on each aircraft and in the crew areas at CVG and ILN for use to disinfect commonly touched surfaces and equipment, based on feedback from flight crews.
2. ATSG issued an informational and policy update regarding COVID-19 mitigation efforts. The policy includes the following:

Travel Policies and Restrictions

- ATSG is asking everyone to limit all business travel until April 1, 2020. If you have any questions about travel, please contact the travel coordinator of your business unit to receive approval from the business unit president. This travel limitation may be extended or changed as the progression of the outbreak changes, so make sure you check frequently for updates.
- We also strongly recommend that you use caution and judgement when traveling for personal needs as well. Exposure can happen at any moment, so you need to be very cautious in all travels and adhere to proper hygiene at all times.

Sanitizing Protocol

- ATSG employees across all companies are asked to increase their focus on cleaning and sanitizing all work areas. We are requesting that each employee with a workstation be responsible to clean and sanitize their areas at the start and end of every shift with the sanitizing wipes provided in each work area. This should include desktops, drawers and handles, telephones, keyboards, monitors, or anywhere else you regularly touch.
- If you have a shared workstation, this sanitation protocol is REQUIRED to protect others sharing your workstation. We are providing sanitizing wipes and sprays in areas where there are shared spaces to help protect those who will be at highest risk to pass the virus. Please use these items to protect yourself and your co-workers.
- We are also adding cleaning staff and coverage to ensure that all common areas are cleaned during day and evening shifts plus the weekends. The cleaning staff is being instructed to sanitize all doorknobs, doors, and common areas, paying additional attention to each bathroom facility. This additional protocol will help lessen the spread.



Reduction of Face-to-Face Meetings

- We are also asking that every department reduce the number of face-to-face meetings. We know it's not feasible to stop entirely, but if a meeting can be accomplished by another communications means we hope you transition your meeting to take advantage of the opportunity. Also please refrain from scheduling any meetings in areas where there are a high number of shared workstations such as Building 2 at Wilmington Air Park (ILN). The dense populations in shared workspaces can present an increased risk of contracting and spreading illness. This especially applies to outside parties entering the building. We ask that all meetings that involve outside vendors, suppliers, sales, or support personnel be conducted in common areas in the buildings. Avoid holding meetings near and/or adjacent to mission-critical personnel.

The full ATSG policy can be read at [ATSGinc.com/responsibility/coronavirus-information](https://www.atsginc.com/responsibility/coronavirus-information).

3. ABX Air has established a webpage for employees with prevention and mitigation information for the coronavirus. The webpage is located at www.myabx.com/coronavirus. In addition, the ABX Air news and emergency hotline is being updated as conditions warrant. The number is 800-736-3973 ext. 6NEWS (ext. 66397).
4. The **U.S. Centers for Disease Control and Prevention** recommends these steps to protect yourself:

Clean Your Hands Often



- a) Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- b) If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- c) Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid Close Contact



- a) Avoid close contact with people who are sick.
- b) Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.



Stay Home if You're Sick

- a) Stay home if you are sick, except to get medical care. Learn what to do if you are sick.

Cover Coughs and Sneezes



- a) Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- b) Throw used tissues in the trash.
- c) Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Wear A Facemask If You Are Sick



- a) If you are sick: You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. Learn what to do if you are sick.
- b) If you are NOT sick: You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.

Clean and Disinfect



- a) Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- b) If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.

It is every employee's responsibility to protect themselves, their families, coworkers, and the Company from this virus. If you have any questions, please contact your supervisor or Human Resources.