



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

1. **ATSG has issued an update to its COVID-19 web page** with additional guidelines (see ICOM:20-63). Employees are encouraged to review the guidelines in full, but here are selected reminders:
  - Business travel is restricted until further notice except as approved by company presidents.
  - Sanitize all work areas and common areas, before and after use. Cleaning products have been provided.
  - Remain 6 feet apart from others, and leave 2 or 3 seats between yourself and others when seated.
  - Replace face-to-face meetings with phone or video conferencing where possible. Meetings that must be face-to-face should have no more than 10 attendees.
  
2. To minimize the risk, the **Building 2 Operations Center** in Wilmington has the following restrictions:
  - Everyone is required to sanitize their workspace at the beginning and end of each shift.
  - All group meetings will be conducted via telephone, conference numbers, or web-based connectivity rather than face-to-face.
  - No visitors or vendors will be allowed to access the Operations Center.
  - Employees will be able to access the Operations Center only during their shift.
  - All bookings for the conference rooms will be cancelled.
  
3. The **Our Health @ Wilmington Air Park** Healthcare Center has provided the following information about seeking treatment for any upper respiratory infection including COVID-19 symptoms:

If you're experiencing upper respiratory symptoms including those related to Coronavirus, ***please call us before coming directly into our clinic*** so we can triage your symptoms over the phone and not put any clinic staff or other patients at unnecessary risk. Here are the questions we'll ask based on the current CDC guidance:

- a) Have you recently traveled to China, Italy, Japan, South Korea or Iran OR have you been in close contact with a person known to have COVID-19?
- b) If yes, are you experiencing a fever, cough or shortness of breath?

If the answer to both questions above is "yes," and we determine that the Coronavirus may be present, we will coordinate with the local health department and direct you to the best point of care.

If you have any questions, please don't hesitate to contact us at **866-434-3255**.

4. **UnitedHealthcare**

Beginning April 1, 2020, healthcare providers can begin billing insurance companies for the cost of COVID-19 testing. UnitedHealthcare’s CEO has publicly stated that UHC will cover the cost of the tests and will waive any member’s co-payments or co-insurance. The IRS also issued special regulations allowing members enrolled in Health Savings Account plans to have co-payment and co-insurance waived. This means there will be no cost for members enrolled in the Company-sponsored UnitedHealthcare coverage if a member requires COVID-19 testing. Any treatments for the virus will be covered under the regular provisions of your health plan.

5. The **Topflight Management Development** classes for April 8<sup>th</sup> and 14<sup>th</sup> are postponed until further notice.

6. **ILN Cafeteria**

The AVI cafeteria at ILN has restricted its services to carry-out. The 1004 break area is open with limited seating. If you use this or any break area, sanitize the area before and after use, and remain at least 6 feet apart from others in the area.

7. **CDC Recommendations on Large Gatherings Issued 3/15/2020**

Large events and mass gatherings can contribute to the spread of COVID-19 in the United States via travelers who attend these events and introduce the virus to new communities. Examples of large events and mass gatherings include conferences, festivals, parades, concerts, sporting events, weddings, and other types of assemblies. These events can be planned not only by organizations and communities but also by individuals.

Therefore, CDC, in accordance with its guidance for [large events and mass gatherings](#), recommends that for the next weeks organizers (whether groups or individuals) cancel or postpone in-person events that consist of 50 people or more throughout the United States.

Events of any size should only be continued if they can be carried out with adherence to guidelines for protecting [vulnerable populations](#), [hand hygiene](#), and [social distancing](#). When feasible, organizers could modify events to be virtual.

This recommendation does not apply to the day to day operation of organizations such as [schools, institutes of higher learning, or businesses](#). This recommendation is made in an attempt to reduce introduction of the virus into new communities and to slow the spread of infection in communities already affected by the virus. This recommendation is not intended to supersede the advice of local public health officials.

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



***Wash your hands frequently for at least 20 seconds to reduce the spread of COVID-19.***