



March 5, 2020 – Week 10.4

## Special Announcement



World Health  
Organization

### Important information regarding the COVID-19 outbreak

The health and safety of our employees is a top priority for the Volvo Group. At Mack Trucks Lehigh Valley Operations (LVO), we are firmly committed to always putting the health and safety of our people first – We Are Safety, We Are People, We Are Mack.

In January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease (COVID-19) in Hubei Province, China to be a Public Health Emergency of International Concern. The WHO stated there is a high risk of the 2019 COVID-19 disease spreading to other countries around the globe. The WHO and public health authorities around the world are taking action to contain the COVID-19 outbreak. However, long term success cannot be taken for granted. Every member of our society must play a role if we are to stop the spread of this disease.

The Volvo Group leadership and crisis management teams in North America and throughout our global organization are continuously following reports about the outbreak of COVID-19 from healthcare authorities around the world. The outbreak of COVID-19 is expanding to more countries, and cases have been confirmed in a number of U.S. states.

We all have an important role to play, and it is essential that everyone takes extra precautions in regards to hygiene and interactions in crowded places. At the LVO facility, the Lehigh Valley Logistics Center (LVLC), and the Mack Customer Center (MCC), we have placed hand sanitizer, disinfectant wipes, and a WHO reminder about health protection (see reminder on page 2) in all restrooms, break areas, work stations, office areas, and cafeterias. Please make it a point to follow the information in the WHO reminder to protect yourself and others from getting sick.

### How COVID-19 spreads

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects – such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within 1 or 2 meters of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 50 seem to be more vulnerable than those under 50. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

### Simple ways to prevent the spread of COVID-19 at work

- Regular and thorough hand-washing kills the virus on your hands and prevents the spread of COVID-19.
- Make sure your workplaces are clean and hygienic – surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly.
- Stay at least one meter away from people who are coughing or sneezing.

### How to stay informed

Find advice and guidance about COVID-19 from the WHO:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

### **Volvo Group business travel restrictions**

- Only business critical travel with significant business impact is allowed. This applies to all destinations; domestic and international. Deciding criticality is a business decision.
- All business travel to/from Mainland China, Macao, Hong Kong, South Korea, Iran and northern Italy shall be postponed to a later date.
- Detailed information about the company's current travel restrictions was distributed via company email to LVO employees who generally travel on business. If you are not on company email and have an upcoming business travel need, please see your Manager or Supervisor to obtain current business travel information.

### **While traveling**

- Wash hands regularly and stay at least one meter away from people who are coughing or sneezing.
- Comply with instructions from local authorities in the location where you are traveling.

### **If you have already traveled**

Anyone who has traveled to Mainland China, Macao, Hong Kong, South Korea, Iran and northern Italy must self-isolate and when possible work from home for a two-week period upon their return. If feeling unwell, it is advised to contact a doctor and/or local health authorities.

# Protect yourself and others from getting sick

## Wash your hands



- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste