



March 16, 2020

LVO Protocol for Meetings during COVID-19 Outbreak

Lehigh Valley Operations (LVO) is actively taking every precaution to secure the well-being of our employees and their families during the COVID-19 outbreak. With that in mind, we are implementing the following guidelines when holding meetings at LVO, the Lehigh Valley Logistics Center (LVLC), and the Mack Customer Center (MCC):

- Limit the number of attendees at face-to-face meetings to the participants critical to the business being reviewed / discussed.
- When face-to-face meetings are required / the only option, use a meeting space larger than the space typically needed (under normal circumstances) to accommodate the number of participants attending. Allow space to provide for a minimum of six (6) feet of distance between each attendee at face-to-face meetings.
- Whenever possible, use Skype / Conference Call meetings to minimize physical contact between meeting participants.
- Do not provide food or beverages at face-to-face meetings: Hold “Bring-Your-Own-Lunch (BYOL)” or non-meal (no breakfast / lunch / snacks) meetings instead.
- Limit the use of “Quiet Rooms.” Preferably, use these small spaces for individual, private Skype / Conference Calls, or one-on-one private discussions. Do not have three or more people in Quiet Rooms – find a larger meeting space or hold via Skype / Conference Call.

Again, our company’s priority is to ensure the well-being of our employees and their families. We encourage everyone to take every precaution to avoid the further spread of COVID-19. Thank you for your understanding and cooperation.