



In these trying times our nation and world are presently facing, we at Sunrise Express (SRE) remain committed to doing our part to continue to provide our critical services to our customers. The safety of our employees, our customers, and the public is of primary importance in everything that we do. Given the nature of our business and the transportation and hauling service we provide, we are an “essential service” and must continue operations. As you may have overheard on the news, our industry is in high demand amidst this pandemic. We are entrusted to keep America’s freight moving and not slow the supply chain.

In light of the Coronavirus (COVID-19) pandemic, we are closely following the recommendations from the World Health Organization (WHO), Centers for Disease Control and Prevention (CDC), and the Nebraska Department of Health and Human Services (DHHS). We are also following the guidance of our Executive and Legislative branches of government at both the federal and state levels, our local government officials, and our legal counsel.

Any employee or worker who has symptoms (*i.e.*, fever, cough, or shortness of breath) must promptly notify SRE Human Resources (HR) Department.

Sick workers should follow CDC-recommended steps and not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local governments. Employees who are well but have a sick family member at home with COVID-19 should contact their supervisor and follow CDC recommended precautions. As you have likely read or heard, persons aged 65 and older and those with high-risk medical conditions (heart disease with complications, diabetes, severe obesity, chronic lung disease or moderate to severe asthma, and those going through cancer treatment) are all at a higher risk for severe illness from COVID-19.

SRE employees are expected to take care of themselves and others by doing the following:

- Wash hands frequently with soap and water for at least 20 seconds, especially after being in a public area, or after blowing your nose, coughing or sneezing.
- Use an alcohol-based hand sanitizer when washing your hands is not a possibility.
- Avoid touching your face, especially with unwashed hands.
- Practice social distancing – try to keep 6 feet apart from others, and avoid close contact with people who are sick.
- Clean and disinfect frequently touched surfaces daily. We’ve implemented new cleaning protocols at our facilities.
- If you feel you are showing the symptoms, STAY HOME and contact a doctor.
- You will need a doctor’s release to return to work.
 - Return to work after fever symptoms have developed will be NOT less than 14 days unless doctors release states otherwise.

In addition to the above expectations, SRE drivers need to be mindful of this highly sensitive situation and do the following:

- Pay attention and adhere to any posted rules/requirements at our customer locations. Some shippers and receivers have implemented their own policies to reduce the spread of the virus. You may be asked some additional questions at these locations and you should be aware that many locations have streamlined their processes to reduce the amount of close contact between drivers and shipper/receiver staff.
- As we receive specific rules and/or guidelines from specific customers we will forward such to you.
- Be aware that on-the-road amenities (food, showers, bathrooms, rest areas, etc.) might be limited and plan accordingly
- Wear gloves when pumping fuel but DO NOT obtain a “false sense of security” that gloves are a final answer to this virus.

Remote work will be permitted on a case-by-case basis. HR and SRE Management understand the sensitive nature of this – and will make those decisions based on the objective evidence of each case, not based on emotion or fear. Drivers, technicians, maintenance workers, and certain office roles don’t have the ability to work from home due to the nature of their roles. Those roles make up the vast majority of our workforce, and as previously stated – we are an essential service and must continue operations.

Please see Article 3.3 **Family and Medical Leave** from our employee handbook for further details of the general policy guidelines. This communication is to be considered an addition to the general policy for the COVID-19 pandemic.

In closing, we once again state the safety of our employees, our customers, and the public is of primary importance in everything we do. As you may have also heard in the media, our industry is also receiving accolades for what we do. The words of respect and appreciation are warmly received. THANK each of you for what you do to serve Sunrise Express, its customers.....the public.

If you have any questions and/or concerns with anything related to these trying times please do not hesitate to contact us.

Stay Safe.....stay clean!