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## Contingency Plan Virus, Epidemic, Pandemic

### 1. Introduction

The purpose of this document is to provide a framework to enable Air Ground Xpress to coordinate its response to a virus, epidemic or pandemic and to take measures to prevent the spread of the virus, epidemic or pandemic.

Current – COVID 19 (Coronavirus disease)(derived from SAR-CoV-2 virus)

#### Symptoms

Typical symptoms include: Fever, a cough, difficulty breathing/shortness of breath (symptoms may appear 2-14 days after exposure)

In most cases, the symptoms are relatively mild although some people may develop complications. Most individuals will recover from this virus without medication or hospitalization. Some people may mistake a common cold for COVID-19. There are however some differences in symptoms. The following table may be useful in distinguishing between the two.

Symptom	Cold	COVID-19
Fever	Rare	High fever; On set 2/14days
Cough	Common	Common
Difficulty breathing/ shortness of breath	Mild to moderate; hacking cough	Common; can become severe

### 2. Plan Objectives

The purpose and objective of this Plan is to promote the effective, coordinated use of above listed resources to:

1. Slow down the spread of infection in order to limit illness and death arising from an outbreak and the resulting disruption to our work force.
2. Provide advice for those who become ill.
3. Maintain operations at different alert levels.
4. Maintain safety critical operations at different alert levels.
5. Coordinate communication, verbal and/or written to all staff at all stages of a virus, epidemic or pandemic.

All employees are expected to undertake this personal responsibility for following the policies and procedures of Air Ground Xpress for any event, to act in accordance with guidance and instructions given to them by the Government, and/or Air Ground Xpress, which is designed to protect the safety of any persons.

### 3. Risks

Any virus, epidemic or pandemic poses a number of risks to the operations of Air Ground Xpress. Different levels of employee illness will impact the various functions within the organization. Therefore, it is there for necessary to make plans to deal with key risk situations.

Examples of risk include:

- Disruption of normal/routine delivery routes, due to different levels of employee absence.
- Inability to provide essential services, e.g. facilities management, communications and payroll.
- Inability to make key decisions and respond due to absence of key employees.

Air Ground Xpress will monitor these risks and recommend to appropriate management where expedient actions need to be taken.

### 4. Alert Levels and Descriptions

The World Health Organization (WHO) uses six phases of pandemic alert as a system for informing the world of the seriousness of the threat. These phases reflect the progression of a virus, epidemic or pandemic from the first appearance of a new virus to wide international spread.

WHO Alert Level	Description
1	No new virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.
2	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza subtype poses a substantial risk of human disease.
3	Human infection(s) with a new subtype, but no human to human spread (or, at most, rare instances of spread to a close contact).
4	Small cluster(s) with limited human to human transmission, suggesting that the virus is not well adapted to humans.
5	Large cluster(s) but human to human spread still localized, suggesting that the virus is becoming better adapted to humans, but may not yet be fully transmissible. At this stage, there is a substantial risk of a pandemic.
6	Pandemic phase: increased and sustained transmission in human population.

Currently, as of March 2020, United States of America is at **WHO Alert Level 6**

## 5. Air Ground Xpress Plan Objectives and Actions

No.	Objective	Action
1.	Slow down the spread of infection in order to limit illness and death arising from an outbreak and the resulting disruption of the work force	<ol style="list-style-type: none"> <li>1. Information posted at key points throughout each terminal.</li> <li>2. Hand washing promoted as the primary source of prevention.</li> <li>3. Additional hand sanitizing facilities installed as a secondary measure of prevention.</li> <li>4. Up-to date information provided to employees.</li> </ol>
2.	Provide advice for those who become ill	<ol style="list-style-type: none"> <li>1. Protocol: Those with any virus, epidemic, pandemic, diagnosed or suspected, should not remain at any terminal and should return only after their symptoms resolve and they are physically ready to return to full duty status with no restrictions or after the recommended isolation time expires – whichever is longer.</li> </ol>
3.	Maintain safety critical operations at different alert levels.	<ol style="list-style-type: none"> <li>1. <b><u>Contingency Plan in case of disruption</u></b> The implications for disruption will be considered by Senior Management. Recommendations will be made to the Exec. Vice President(s) for approval.</li> </ol>
4.	Coordinate communication to all employees/staff at all stages of a pandemic	<ol style="list-style-type: none"> <li>1. Senior Management will initiate update meetings with all necessary personnel when required.</li> <li>2. Employees are advised to keep themselves up-to-date by accessing the Pandemic information websites: <ul style="list-style-type: none"> <li>• <a href="http://www.hpsc.ie">www.hpsc.ie</a></li> <li>• <a href="http://www.who.int">www.who.int</a></li> <li>• <a href="http://www.cdc.gov">www.cdc.gov</a></li> <li>• <a href="http://www.osha.gov">www.osha.gov</a></li> </ul> </li> <li>3. In the unlikely event of the total closure of any and/or all terminals and its reopening, Senior Management of Air Ground Xpress will communicate the decision to all employees. This communication will be made via verbally, written and email formats and posted on the company's internet site.</li> <li>4. Those employee's that are able to work from home will have all measures set in place to transition operations.</li> </ol>