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April 8, 2020

Dear Valued Customer,

We will continue to regularly provide you with updates regarding A&R's efforts and response related to the COVID-19 outbreak. Please note that these updates are not necessarily cumulative. You can find all current and prior A&R COVID-19 updates at: <https://www.arlogistics-covid19.com/>.

Our top priority continues to be the health and safety of our employees and the employees of our customers, partners and vendors. In addition to the steps and actions we outlined in our letter last week, please see further updates below:

- As of the morning of April 8, we have had **no additional reports** of confirmed cases of COVID-19 since our communication last week.
- Per new guidance from the CDC regarding wearing a cloth face cover when out in public, we are in the process of procuring masks to help avoid spread of the virus for employees who may be infected but are not showing symptoms. We will make masks available for employees as an additional preventative measure. This new guidance will not replace the hygiene protocol that everyone will continue to practice including washing hands with soap and water for at least 20 seconds, avoiding close contact with others, covering coughs and sneezes, and disinfecting surfaces and frequently touched items.
- Over the last couple weeks, we have had 4 confirmed cases of COVID-19 of current employees and 1 confirmed case of a former employee who recently left the company. We conducted full investigations and notified all employees, customers and suppliers who the affected employees came into contact with during the 2 weeks prior to the positive test result. Any and all areas the employee came into contact with were disinfected following CDC cleaning protocols.
- A&R will continue to be fully transparent with our customers. However, it is crucial to us to protect our employees' privacy, so we will be careful with the details and information we provide on any specific incident.
- A&R's COVID-19 Response Team, with leads from HR, Safety, Legal, and Communications continues to run point on all issues related to COVID-19.

We have not yet experienced an impact on the level of service we provide, however we will continue to update you if that changes.

Again, thank you for your continued partnership.

Alex Buck

A handwritten signature in blue ink, appearing to read "Alex Buck". The signature is fluid and cursive, with a long horizontal stroke at the end.

SVP, Chief Strategy & Legal Officer