



## PENN LINE SERVICE, INC. PANDEMIC PREPAREDNESS PLAN

At Penn Line safety is more than our reputation. It is a fundamental ethical obligation to ensure the safety of our employees, customers, and the public, on and off the job site. Safety is a part of every decision we make, at every level of management. We ensure that safety is aligned with our goals and that productivity never trumps safety. We also realize that our services are vital to our customers, even amid a pandemic.

Penn line supports the action taken by Governor Wolfe, and we have reduced our business efforts and related support functions to those that are a life-sustaining business. Specifically, in Pennsylvania, we have Tree Crews and Line Constructions crews working to keep the lights on. We also have emergency guiderail maintenance underway where the guiderail repairs are deemed to be critical.

With the increased media coverage surrounding the coronavirus, we are continuously monitoring the situation and proactively taking steps recommended by our Federal, State, and Local governments. We will address the needs of each of our regions and adjust business operations as needed. The following information is designed to provide an overview of our pandemic preparedness plan.

### **Penn Line's steps to prepare for the coronavirus**

Penn Line has taken many steps to prepare for this pandemic. Our plan is two components. The first covers our Field Operations, and the second is for our Administrative Staff. We have provided each employee, whether in the field or office, with a safety policy related to the coronavirus. The policy produced is based on the published CDC guidelines aimed at maintaining a healthy environment across our service territories.

**Field related operations** - we have Tree Crews and Line Constructions crews working to keep the lights on. We also have emergency guiderail maintenance underway where the guiderail repairs are deemed to be critical

- Minimizing live contact with customers
- Eliminated live contact with property owners
- Employees return directly to their vehicles in the yard and do not congregate
- Resupply visits to our warehouse are for necessities only
- Staging stop and end times for our shifts
- Using a 3<sup>rd</sup> party to fuel equipment to help reduce our employee exposures
- We are issuing non-contact medical thermometers for on-site evaluations

**Administrative related operations** - has been reduced to the services that we require to maintain critical efforts. Many of our support staff are either working from home or laid off during this challenging time.

- Split shifts and staggered days
- Working from home for those who can
- Gatherings and meeting are strongly discouraged
- We are actively cleaning all surfaces every 2 hours

**Company-wide preparedness** - Since the coronavirus appears to be spread through close person-to-person contact mainly, we are taking these preventive measures according to the CDC's recommendations:

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Please visit the CDC website for up-to-date information:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

- Avoid close contact
- Be courteous and avoid handshakes
- Stay home if you are sick
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Clean and disinfect object routinely

As this pandemic unfolds, Penn Line is proactively taking steps recommended by our Federal, State, and Local governments. We recognize that being a life-sustaining business brings a huge responsibility not to become a source to spread the virus.

Penn Line remains certain this crisis will pass, and our nation will remain strong and resilient. We continue to plan on how to reduce staffing during this critical time. If you have any questions, concerns, or additions to these talking points, please reach out to me.

*Dave*

David W Lynn, CEO

Penn Line Service and subsidiaries.