



EVERGREEN LINE

SPECIAL ANNOUNCEMENT

Business Continuity Plans During Novel Coronavirus Outbreak – March 10, 2020

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Dear Valued Evergreen Business Partner,

Given its unique nature and the health concerns sparked by the novel coronavirus outbreak, we wish to share with you some details regarding the initial stages of Evergreen's multi-stage business continuity plan that has now been activated. The resources are in place so that each additional stage of this plan can be seamlessly implemented to ensure that our customers are served without disruption and our employees and their families remain safe from the spread of the virus.

Evergreen is closely monitoring information and directives issued by the US Center for Disease Control and Prevention (CDC) and other authorities regarding the appropriate response to the ongoing spread of the novel coronavirus (COVID-19). Evergreen continues to take additional steps to protect our employees and business from the impact of the virus.

Visits by Customers, Vendors and Suppliers:

Until further notice, all in-person customer, vendor and supplier visits to Evergreen offices are prohibited. We are happy to accommodate phone or video conference meetings while the spread of this virus is of concern.

Business Travel:

- Until further notice, Evergreen has implemented a **ban on all business travel to mainland China.**
- Evergreen has also implemented a **ban on all non-essential domestic and ALL international business travel.**

Personal Travel:

Evergreen has advised all employees that **if they or any member of their household travel to or through mainland China for personal reasons**, the employee is required to self-quarantine and may not return to their office for 14 calendar days from the return to North America of the employee and/or the return of members of their household.

Evergreen has also advised all employees that **if they or any member of their household travels internationally** and, upon return to North America, the employee or any member of their household is issued a self-quarantine notice by a government authority, the employee must immediately notify Evergreen's Human Resource Department and the employee must not return to the office until the completion of a 14-day self-quarantine period.

At the conclusion of any 14-day self-quarantine period as noted above, employees have been advised they may return to work only if all members of the household are symptom-free and the employee provides a physician's medical release to return to work.

Other Precautions:

In addition to these restrictions, all employees have been reminded that they must take precautions to protect their health and the health of their colleagues. This includes close monitoring of their health, not being present in the office if they exhibit any symptoms of respiratory illness, and complying with the CDC recommended preventive actions to help avoid spreading respiratory illnesses

We would also like to take this opportunity to remind all members of our business community that the CDC recommends the following to help prevent the spread of respiratory viruses:

- Frequently wash your hands with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash, then wash or sanitize your hands.
- Clean and disinfect frequently touched objects and surfaces.

This coronavirus outbreak is a rapidly evolving event. We encourage everyone to visit <https://www.cdc.gov/coronavirus/2019-nCoV/summary.html> for regularly updated information from the CDC.

We appreciate your cooperation during this viral outbreak. Please contact your local Evergreen office with any questions or concerns you may have. A comprehensive contact list can be found by visiting <https://www.evergreen-shipping.us/egsweb/jsp/officelist.jsp>

We thank you for your understanding and continued support.