



April 6, 2023

The Safety of our employees and customers is paramount to everything we do. Our Safety and Risk Management teams consistently evaluate the ever-changing environment and, as part of this, have established a plan in the event of a pandemic.

Below are the initial steps to help us all ensure we are prepared for a potential outbreak.

- **Assess**
 - Safety and Risk Management teams will evaluate initial communication, news, and other published information.
 - The teams will summarize this and communicate it to AAA Cooper Transportation and Midwest Motor Express Management.
- **Monitor**
 - Teams will be established immediately to monitor for updates and guidance.
 - i. CDC and all Federal and State agency sites' guidance will be followed to ensure all updates are reviewed and recommendations implemented.
- **Planning and Implementation**
 - Contingency plans will be developed based on all updates.
 - Plans for overall office structure and work environment changes will be developed following all required guidance.
 - All supplies and PPE required to ensure employee and customer safety will be sourced and provided.
- **Communication**
 - The Safety and Risk Management teams will provide updated *Safety in Action Newsletters* to everyone outlining all guidelines and requirements.
- **Post Pandemic**
 - Planning will ensure that any long-term changes due to a possible pandemic are implemented and communicated.
 - Processes for returning to a normal workplace will be monitored to ensure that all guidance is followed.

Safety, risk mitigation, and business continuity are at the forefront of all efforts. As changes occur, AAA Cooper Transportation and Midwest Motor Express will update the communication and share it with employees, customers, and other stakeholders.