



April 4, 2020

CORONAVIRUS/COVID-19 UPDATE

Management is closely monitoring the news of the widespread Coronavirus, also known as Covid-19. We are aware of the concerns and risks, and we want to assure our partners that Crown is taking steps to ensure the safety and health of all employees and customers. In California, our offices are operational and considered an essential business for the movement of household goods and other general freight. Each of our 30 offices are operational subject to local health orders. It is widely understood that household good movement is considered an essential business and crews will work as needed to support our customers and partners. Crews are dispatched on a voluntary basis, but at the moment we have ample crews needed to service our shipments. Our guidelines for crew safety are listed below

Preventative Measures to Minimize Risk:

- Employees will clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- We are routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.
- Employees will practice social distancing. This means limiting contact with others if possible. If physically able, keep a safe distance of 6 feet apart.
- Employees will wear protective equipment (PPE) including gloves and masks while working in the customers home.
- Truck cabs and any other surfaces crews come in contact with are wiped down as part of the precheck to start each day. The sanitation repeats each time a worker enters the vehicle.
- Employees will be sent home immediately if they are feeling any of the reported covid19 symptoms and will be monitored for testing results.

Crown's Stance:

Crown will continue to take all measures possible to create a clean work environment, and continue work and support of customers. With that said, it is the discretion of the employee whether he/she feels comfortable working during this time. Safe practices for containing this virus include limiting public contact to reduce any transfer from person to person. If the employee chooses to opt out of work, they will notify management immediately. This will be unpaid time off and the employee may use any sick/vacation time accrued. Opting out of work in a planned way will be considered an excused absence, and will not count against the employee in any way.