

From: Jon Zillioux, NS Sourcing
Sent: Wednesday, March 18, 2020
Subject: Mandatory Norfolk Southern COVID-19 Contractor Procedures
Importance: High

Norfolk Southern Contractors:

Regarding the ongoing COVID-19 pandemic, Norfolk Southern is taking all necessary steps to protect our personnel while we continue to run a safe, reliable and consistent transportation network. We recognize you and your employees are vital to the success of our operations. Norfolk Southern is monitoring the pandemic closely and working to ensure the safety and welfare of our employees and our valued business partners.

We appreciate your contributions and recognize that we must work together to proactively respond to this very fluid situation.

To prevent the spread of the COVID-19 and reduce the risk of exposure to our workforce and visitors, please ask all your employees who may have access to NS facilities to review and respond to the following questions.

1. Have you returned from any of the countries that have been placed under a travel advisory by the Department of State (e.g., Iran, South Korea, Italy) within the last 14 days?
2. Have you been in close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
3. Have you experienced any cold or flu-like symptoms within the last 14 days or have been diagnosed with COVID-19?

If the answer is “yes” to any of the above questions, access to the NS facility will be denied.

Current (and evolving) CDC guidance for removal from isolation is located at:
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/faq.html>.

If your employee has been diagnosed with the COVID-19 infection, you must obtain written confirmation from a licensed health care provider or health department official that documents that your employee is medically cleared to return to work before he or she will be permitted access to NS facilities.

If your employee is told to stay home due to a household member who has been diagnosed with COVID-19, but is not ill or showing symptoms after 14 days following potential exposure, your employee may access NS facilities.

Should you anticipate or realize a reduction in headcount that threatens your ability to consistently provide an adequate level of service to Norfolk Southern to safely and efficiently maintain its operations, you also must alert your primary NS contact and your NS Sourcing department contact immediately.

Your contributions to NS are highly valued and vital to our success and the success of the American economy during this trying time. Close and timely communication now is especially important. Your cooperation is appreciated. If there is more information you require from NS, please don't hesitate to contact me or your primary NS business contact.

Jon M. Zillioux
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