

**TIMOTHY C. TIERNEY**  
PRESIDENT AND  
CHIEF OPERATING OFFICER

April 6, 2020

Dear Fellow Conrail Employees:

As we continue to safeguard against the spread of COVID-19, Conrail is committed to providing the most up to date safety measures. Conrail along with parent companies, CSX and Norfolk Southern, are issuing guidance based on [Centers for Disease Control](#) (CDC) recommendation to wear cloth face coverings in public situations where social distancing maybe difficult to achieve.

Guidance on use of masks or face coverings:

The [Centers for Disease Control](#) (CDC) is now recommending the wearing of “cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) especially in areas of significant community-based transmission.” The CDC also states, “cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure” in addition to social distancing to help reduce the spread of COVID-19. The CDC adds, “the cloth face coverings recommended are not surgical masks or N-95 respirators” and that “those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders.”

Non-surgical masks or face coverings (referred to hereafter as “masks”) are not considered respiratory protection for the wearer because they do not fit tightly against the face and may allow openings for infectious particles to enter.

Conrail will allow the use of personal masks (including homemade masks) on Conrail property. However, to wear any mask they must be used only in accordance with the following measures:

- A mask is used in addition to all other COVID-19 preventive measures. Current guidelines for social distancing, frequent hand washing, etc., remain in force.
- Mask usage must not interfere with the safe performance of duties (including clear communications).
- Stay home if you are sick and inform your supervisor if you develop symptoms while at work.

- Reusable cloth masks are designed for multiple use and should be washed in water and detergent (see below for instructions).
- Disposable masks also may be reused to extend service life but must be discarded when they are visibly dirty, known to be contaminated, damaged, or if there is a noticeable change in airflow through the device.
- The mask should be placed in a clean plastic bag whenever it is not in use. Before and after removing the mask from the bag, be sure to clean your hands with soap and water or an alcohol-based hand rub.
- Masks must not be shared.
- Masks are not intended to be used as respiratory protection for the wearer.
- Employees should read and follow instructions provided by the manufacturer when applicable.
- Avoid touching the mask while using it; if you do, consider your hands dirty until cleaned with alcohol-based hand rub or soap and water.

Care instructions for reusable cloth masks:

It is further recommended that reusable fabric masks should be washed with warm water and detergent or soap daily. The mask should be placed in a clean plastic bag whenever it is not in use. After removing the mask from the bag, be sure to wash your hands thoroughly. Discard any mask if it no longer covers your nose and mouth, has stretched or damaged ties or straps, does not remain in place, or has holes or tears.

As a reminder, an employee or contractor should not come to work if they are sick, undergoing testing for COVID-19, tested positive for COVID-19, have an immediate household member who tested positive for COVID-19, or are told by a medical professional to quarantine for any amount of time as a result of potential exposure. In each circumstance, they must immediately alert their supervisor and Conrail Human Resources at 856-231-2402 or [coronavirus@conrail.com](mailto:coronavirus@conrail.com).

At both work and while off duty, we ask that each of you continue with disciplined social distancing and continue to follow CDC hygiene guidelines.

Thank you for everything you are doing to maintain a safe workplace while continuing to provide vital operations to ensure that we deliver for our customers and the American people during this challenging time.

Sincerely,

Timothy C. Tierney  
President and Chief Operating Officer