

TIMOTHY C. TIERNEY

PRESIDENT AND
CHIEF OPERATING OFFICER

May 20, 2020

Dear Fellow Conrail Employees:

Conrail's first priority has been and continues to be the safety of our employees and their families. Accordingly, we have been following recommended CDC guidelines and best practices provided by federal, state and local health organizations to manage through the COVID-19 pandemic and have been keeping our employees informed as this pandemic has evolved.

As a result, we have attached our updated COVID-19 Policy to more accurately reflect how we are handling prevention and response in the workplace today. Please note that we have added provisions, effective immediately, requiring all employees to wear face coverings, specifically:

All employees must wear a face covering in the following situations:

1. When in close contact (within 6 feet) with other persons.
2. Where close contact is likely to occur (e.g. compact and high traffic areas).
3. When instructed by management pursuant to job function.
4. When in certain designated, posted areas, or where required by law.
5. When interfacing with customers or the public, regardless of location.

In general, close contact is likely to occur in compact and/or high traffic areas. This would include places like hallways, bathrooms, elevators, kitchenettes, conference rooms, company vehicles and locomotive cabs with more than one occupant, etc.

To help you better understand the requirements for wearing face coverings, we have included some Frequently Asked Questions. If you have any other questions, please feel free to contact Human Resources at 856-231-2402.

We are confident that these new requirements, in addition to the measures we have already taken and continue to take, will further ensure the continued safety of our employees.

Finally, please stay safe, be well, and thank you for all that you do.

Sincerely,

Timothy C. Tierney
President and Chief Operating Officer



Conrail Coronavirus (COVID-19) Prevention and Response Policy

Policy Owner: Human Resources

Effective Date: March 11, 2020 (last updated May 13, 2020)

Objective

The purpose of this Policy is to establish a coronavirus (COVID-19) prevention and response policy for employees. The Policy and procedures established in this document have been developed to protect the health and safety of all employees and to safeguard Conrail operations. In addition, this Policy outlines requirements for those employees returning to work at Conrail facilities/properties subsequent to the COVID-19 outbreak.

IF YOU OR AN EMPLOYEE ON YOUR TEAM HAS BEEN QUARANTINED BY A DOCTOR OR LOCAL HEALTH AGENCY AND/OR DIAGNOSED WITH COVID-19, IMMEDIATELY CONTACT CONRAIL HUMAN RESOURCES HELPLINE AT 856-231-2402 or coronavirus@conrail.com

Policy

1. Employee
 - a. Employee Reporting Requirements. All Conrail employees are required to notify their supervisor and the HR Helpline if they:
 - i. Experience any COVID-19-related health concerns or illness;
 - ii. Come into close contact with a person (on or off duty) diagnosed with or presumed to be positive with COVID-19, as defined by the CDC;
 - iii. Have visited any country listed by the CDC as subject to a Level 3 Health Notice within the past 14 days or are planning to visit any such country;
 - iv. Have contact with public health departments and/or receive orders for quarantine; or
 - v. Experience any other issues, as it relates to COVID-19, which would prevent them from working in accordance with existing Conrail policies.
 - b. Travel
 - i. All business travel must be approved by your supervisor.
 - ii. Travel between Conrail locations should be minimized as much as possible.
 - iii. Employees must report any personal international travel to their supervisor before returning to work. Travel details will be reviewed by the Human Resources Department and employees may be asked to remain out of work for a 14-day waiting period from their return.
 - iv. Employees are encouraged to follow CDC and WHO guidelines during personal domestic travel.
 - v. Employees working from home after returning from travel who become symptomatic during the 14-day waiting period will be required to remain out of work until cleared to return to work by a treating physician.
 - c. Meetings
 - i. Meetings should be held, as much as is possible, through video, e-mail, and/or telephone conferencing.
 - ii. Meetings that cannot be held through conferencing should be postponed if not business critical.
 - iii. Business critical meetings that cannot be held through conferencing and cannot be postponed, must be held in a meeting room where Physical Distancing Guidelines, infra, can be maintained.
 - iv. Maximum occupancy of meeting rooms will be posted to ensure Physical Distancing Guidelines are maintained.
 - d. Symptoms of Illness
 - i. Employees at work displaying common symptoms of COVID-19 (as identified by the CDC or WHO) should be isolated by supervision and, after consulting with Human Resources, may be sent home.
 - e. Diagnosed
 - i. Employees diagnosed with COVID-19 should follow their physician's and local health department's guidance for management of exposed persons, including but not limited to quarantine, avoiding public places, remaining home, and social distancing.
 - ii. Employees who are diagnosed with COVID-19 will need to remain out of work until fully recovered and cleared to return to work by their treating physician.



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- f. Contact with COVID-19
 - i. Employees that the Company has determined have been in close contact with someone who has been positively diagnosed or is presumed to be positive for COVID-19, regardless of whether or not they are symptomatic, may be asked to remain out of work for a 14-day waiting period.
 - ii. Employees required to remain out of work as a result of a potential close contact with a positive or presumed positive person will be permitted to return to work at the expiration of the waiting period so long as they remain asymptomatic during the waiting period.
 - iii. Employees required to remain out of work as a result of a potential close contact with a positive or presumed positive person who become symptomatic during the waiting period will be required to remain out of work until cleared to return to work by a treating physician.
- f. Return to Work
 - i. Employees who have missed work as a result of diagnosis or potential exposure to COVID-19 will be permitted to return to work after being cleared by their treating physician and/or local health department **and Human Resources**. Employees that attempt to report to work without obtaining these clearances should be sent home immediately.
2. Contingent/Temporary Workers with daily or regular access to Conrail Property
 - a. All Contingent/Temporary workers are required to comply with this Policy. All employees must ensure their sponsored contingent workers are in compliance with both this Policy and their direct employer's applicable policies.
 - b. Conrail sponsor managers will be expected to coordinate with the contingent/temporary worker's manager should the contingent worker be returning from travel, become ill, or is specifically diagnosed with COVID-19, or presumed to have or be the subject of a health department investigation for COVID-19.
 - c. If contingent/temporary workers are diagnosed with or presumed to be positive with COVID-19 they will not be permitted on the property until cleared to return to work by their direct employer (and to the satisfaction of Conrail).
 - d. If access to Conrail facilities is denied, Conrail sponsor managers must ensure that the contingent worker's direct employer is notified immediately.
3. Contractors/Vendors/Visitors
 - a. Access to Conrail locations should be granted for business critical work only.
 - b. If the access is for business critical work, all contractors, suppliers, and visitors are required to submit a COVID-19 Questionnaire Form to their Conrail sponsor no more than 24 hours prior to reporting to a Conrail facility. Questionnaires where contractors/vendors/visitors answer "yes" to any of the questions must be forwarded to Human Resources for review and any contractors, suppliers, and visitors who answer "yes" to any of the questions may be denied access to a Conrail facility.
 - c. Contractors, suppliers, and visitors must report any illness that occurs within 48 hours after visiting a Conrail facility, to their Conrail sponsor.
 - d. International contractors, vendors, and visitors will not be permitted access to a Conrail facility unless they have been in the United States and without symptoms for 14 days before coming on property for business critical work.
 - e. Domestic contractors, vendors, and visitors will not be allowed access without Human Resources approval if they have answered a positive response to any of the questions on the questionnaire.
4. Protect Yourself and Others
 - a. Facial Coverings
 - i. Pursuant to CDC guidelines, face coverings are intended to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. The Company will provide face coverings to all employees and visitors to be used when required by this Policy on Conrail property.
 - ii. All employees must wear a face covering in the following situations:
 1. When in close contact (within 6 feet) with other persons.
 2. Where close contact is likely to occur (e.g. compact and high traffic areas).
 3. When instructed by management pursuant to job function.
 4. When in certain designated, posted areas, or where required by law.
 5. When interfacing with customers or the public, regardless of location.
 - iii. While employees and visitors are permitted to use their own facial coverings, Conrail reserves the right to review the sufficiency/effectiveness of any such facial coverings and, should the Company



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- determine that an employee or visitor's facial covering is insufficient/ineffective, require the employee to use company-provided facial coverings instead.
- b. Clean your hands often
 - i. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - ii. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - iii. Avoid touching your eyes, nose, and mouth with unwashed hands.
 - c. Avoid close contact
 - i. Avoid close contact with people who are sick
 - ii. Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.
 - d. If you have symptoms, stay home
 - i. The CDC lists the following, non-exhaustively, as common symptoms of COVID-19:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - ii. If you experience any of these symptoms or if you believe you are sick – stay home, except to get medical care.
 - e. Cover coughs and sneezes
 - i. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - ii. Throw used tissues in the trash.
 - iii. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol
 - f. Clean and disinfect
 - i. Clean AND disinfect frequently touched surfaces daily and in shared workspaces, before and after shift changes. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
 - ii. If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.
 - iii. If cleaning and disinfecting supplies are not readily available, please contact the HR Helpline.
5. Physical Distancing Guidelines
- a. Employees should maintain at least 6 feet between themselves and other persons whenever possible.
 - b. Physical contact between employees and other persons is prohibited. This includes shaking hands, hugging, bumping elbows, etc.
 - c. Employees are prohibited from congregating unnecessarily in ingress/egress areas, lunch areas, work rooms, pantries/kitchenettes, copier rooms, restrooms, etc.
 - i. If necessary to congregate, employees must maintain physical distancing requirements. This may mean that only one employee may be permitted in any space that does not allow at least 6 feet between persons, including, but not limited to, elevators.
 - d. Employees should only use their dedicated office equipment (office chair, phone, keyboard, mouse, etc.) and should not use other employee's dedicated office equipment without first cleaning and disinfecting.



COVID-19 Frequently Asked Questions -Face Coverings-

1. Who is required to wear a face covering?

Anyone who enters Conrail property. This includes employees, customers, and contractors.

2. Are there any exceptions?

Yes. Employees, customers, and contractors are not required to wear face coverings if it is not advised due to health reasons, against documented industry best practices, prohibited for a specific position by law or regulation, or a violation of the Company's safety policies. If any of these exceptions apply, the affected employee, customer, or contractor must request permission, in writing, from Human Resources.

3. What can I bring as my own face covering?

Employees are permitted to use their own face coverings, but should follow guidance from the CDC and local health agencies on what materials are recommended. That being said, Conrail reserves the right to review the sufficiency/effectiveness of any such face covering and, should the Company determine that an employee or visitor's face covering is insufficient/ineffective, require the employee to use company-provided face coverings instead.

4. What is the proper way to wear a face covering?

Use a face covering that fits snugly but comfortably and allows for breathing without restriction. Wear horizontally, covering nose, mouth, and chin at all times, and secure behind the head with ties or ear loops. Wash your hands before putting the face covering on and immediately after removing it, and don't touch your eyes, nose or mouth when taking it off. Routinely launder and dry the covering, if appropriate. Do not wear when wet.

5. Where can I remove my face covering?

Employees are permitted to remove face coverings when in situations where they are not in close contact (within 6 feet) with other persons AND close contact is not likely to occur. This would likely include an employee's dedicated workspace/office or other work areas where physical distancing guidelines can be clearly followed.

When in doubt, ask your supervisor for clarification BEFORE removing your face covering.

6. Where is close contact likely to occur?

In general, close contact is likely to occur in compact and/or high traffic areas. This would include places like hallways, bathrooms, elevators, kitchenettes, conference rooms, company vehicles and locomotive cabs with more than one occupant, etc.

When in doubt, wear a face covering.

7. Do I have to wear a face covering while moving about Conrail properties?

In general, yes. In office-type settings, most areas will be high traffic areas and as a result will require face coverings. In more remote settings, discuss with your supervisor.

8. Can I remove my face covering if everyone else agrees that it's ok?

No. COVID-19 is a social disease, often spread by those who exhibit no symptoms. As a result, employees are not free to consent to disregard this Policy.

9. What happens if I refuse to wear a face covering?

You will not be permitted on Company property, may be asked to leave Company property, and may be subject to disciplinary action.