



March 16, 2020

All Sutton Employees,

As we continue to navigate COVID-19 together, please know that Sutton Transport, Inc. (STI) is actively monitoring and assessing the situation and potential impacts to the STI community. STI Leadership encourages all employees to be diligent in monitoring and preparing for all possible scenarios to ensure we have plans and resources in place. We are continuing to operate based on the expert guidance provided by the Centers for Disease Control and Prevention (CDC) and local public health authorities.

The health and well-being of the STI community remains our highest priority, and we will continue to act thoughtfully as we respond to COVID-19. One effective strategy for minimizing the spread of COVID-19 is greater social distancing. Please ensure that while at work we respect each other's personal space and avoid shaking hands. Please use technology in order to assist with social distancing. Consider conference calls verses personal meetings and utilize emails as primary sources of communication. Also, please wash your hands a few times daily in order to reduce the potential spread of germs.

STI understands the importance of family during these times. Many local schools have closed in this ever-changing environment and as a family owned business we fully appreciate a "family first" mentality. If you have the need to stay home and care for your family, please feel free to utilize any needed sick or vacation time you have eligible for your use. STI encourages employees and managers to collaboratively plan for situations that may require working from an alternative location.

Please continue to take all necessary precautions as we find viable business solutions to continue great service to our customers. Now is the time to continue to plan, not panic. More communications will be released concerning COVID-19 as this remains a dynamic situation.

If you have any questions, please contact your director or human resources.

Thank you,

A handwritten signature in black ink that reads 'Cliff Sutton'.

Cliff Sutton
President
Sutton Transport, Inc