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From: Tim D

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I issued letters to all Field Staff today, for right now I took a local approach with most, other people some very specific, then some others very generic in nature.

Basically here is the overall breakdown for travel restrictions (for the most part)

Odd's are all of you are under some sort of Stay At Home order, if not its coming.

What do those typically mean, well Stay Home only to get food, medical care, essential business travel.

Here is what I'm seeing

## **STATE LEVEL**

- The State Governor will issue an Executive Order (EO) which details out the travel ban / stay at home order.
- Texas is the only state we are operating in that has required a State issued exemption letter for all incoming travelers from external HOT SPOTS.
  - We have applied for this, but been Crickets, no plans to send any people in the next week or so to supplement TX.
  - TX staff should hold in TX only for right now.

## **LOCAL LEVEL**

- If the State does not have one, the local governments may impose one.
- Typically once the state issues one the local ones usually become invalid, in the effect that they can not override or conflict with the state one.

## **FEDERAL LEVEL**

- Currently the Federal Govt, has travel bans for incoming from other country and has issued a travel advisory from the Dept of State for most of the world.. no plans to leave the USA so not going to approach those.
- Commercial Travel is allowed between CA and MX at this time.

## **WHAT'S ESSENTIAL MEAN ANYWAY?**

- So who really issues guidance on what is "Essential", at the highest level this is a federal deal.
- States can amend and make their lists as needed.
  - The EO issued may list essential businesses and operations, they also can amend those over time as bans are modified.
- Federal Gov't issued the Homeland Security Act in 2002 and it keeps the master list up to date.
  - I have attached the most current version, the first few pages address the current COVID for the healthcare sector, but farther down the document is the larger list and approach the Federal Gov't has in place.

## **HOW ARE WE ESSENTIAL?**

- Our customers are composed of a mixed assortment of corporations and financial institutions.
- Our core business is the Data Center Critical Power Market.
- These sites are interconnected thru out the Nation to build and maintain business continuity and provide critical infrastructure for all sorts of systems.
- On the financial services end these sites run the credit card processing, banking, and stock markets.
- On the enterprise level they support the companies headquarters and back end businesses and network infrastructure, email, business processes orders and accounting.
- On the government level some of these sites help run critical security, website operations, and databases.

## **SAFETY FOR YOU AND YOUR FAMILY.**

- None of the above or attached means we are to forego a safe approach to travel at any time.
- Listen and adhere to the local restrictions, work to social distance, self-monitor, self-report.
  - When not traveling directly to a job site, don't roam freely, these are not hall passes.
- Keep you and your family safe, do not take risks.
  - Know where you are going, how you are getting there and run that over in your head before heading out.
  - Let others know you are leaving and when to expect to hear back from you.
- Avoid known HOT SPOTS, we are not asking anyone to take any risks with their health or personal safety.
- Wash your hands, avoid hand to face contact at all time.
  - Learn to prevent hand to face contact.
  - Work hard to learn new habits, and break bad habits.
- Listen to your body and pay attention to any new symptoms.
- Self-Report if you are ill or come in contact or have to care for someone who is ill.

## **HOW DOES OUR CURRENT ESSENTIAL BUSINESS TRAVEL WORK?**

- Notify us prior to dispatch.
  - We will ensure that the site has a COVID-19 Procedure in place and it actually makes sense.
- Review that procedure and know what is expected of you.
- Day of travel Self Monitor to make sure you are asymptomatic.
  - Jotform Daily Report

- Self-Report if ill.
- When travelling between states, we will review each states current procedures and EO's that are in place.
  - We try our best to have the most current up to date info, and will provide that to you.
- When arriving on site know where you are going and how you are getting there.
  - Don't take risks.
- Keep your self safe at all times.

#### **IF YOU GET STOPPED?**

- Remain calm, they are doing their job, you are doing yours.
- Answer any questions honestly.
- Provide any requested ID and Paperwork.
- As with any stop it could be stressful, take a breath, relax.
- I do not expect any issues but you all have the letter with my number and contact info and I'm available to answer all questions.
  - If I'm not call Russ, Joe M.

When possible stay home, be part of the solution not the problem.

Social Distance, Self-Monitor, Self-Report, I'll be >>>>>>>>> over here.

Any issues please let me know.

Thanks,

Tim D

