

AEI'S RESPONSE REGARDING COVID-19

From: "John Ryan (DHL Supply Chain)" <john.p.ryan@dhl.com>

Date: March 18, 2020 at 9:26:26 AM CDT

To: "jcampos12@att.net" <jcampos12@att.net>

Subject: AEI Chicago

Good Morning Juan,

Since speaking with you earlier this morning Chris Gonsowski has confirmed to me, he has sent to you the Company's response to your letter dated March 6, 2020.

Below is the body of the email which was issued at the Chicago station in response to the closure of schools & daycare facilities in the greater Chicago area.

With the news of multiple schools and daycare facilities closing due to the quarantine situations around Covid-19, DHL is offering the following solutions:

- 1. If you have the ability to have others care for children who require supervision, we are allowing shift swapping with staff that may be on other shifts. Managers should be made aware of any shift swapping with those who do not have children to supervise***
- 2. Flex in hours to allow for spouses or other care takers to arrive to supervise children. The hours will still be a full shift, however, moved by the number of hours required to have coverage.***
- 3. Anyone who cannot obtain coverage from either option 1 or 2, can either use Vacation time, Floaters/Personal Days/Sick time or take unpaid leave. During this emergency, we will not take any action under the attendance policy for these reasons only.***

If other situations arise around quarantine or actual Covid-19 infections (which luckily, we do not have any issues as yet), we will advise at that time.

In all cases, please keep your managers advised so that we can still serve the customers that we depend on for our livelihood.

Thank you.