

# DANZAS' RESPONSE REGARDING COVID-19

Juan Campos  
Secretary Treasurer  
Teamsters Local Union 705  
1045 West Jackson Blvd.  
Chicago, IL 60612

March 13, 2020

Dear Mr. Campos:

**Re: Corona Virus ("COVID-19") Prevention and Procedures**

On March 12, 2020 the Company received your letter dated March 6, 2020 on the above captioned matter. Since January of this year the Company has been monitoring the issues associated with the Corona Virus on a local, national and global level with particular focus and the highest priority being the overall health of all our associates.

The pre-emptive actions taken to date at the Chicago station include:

1. On March 8, 2020 all offices and equipment were fumigated with hospital grade disinfectant. This included all surfaces such as desks, office equipment, forklifts, doors, handrails and common areas.
2. All departments have been supplied with disinfectant wipes.
3. All hand sanitizing stations are checked and refilled daily.
4. The Company has ordered additional sanitary wipes, rubber gloves, and n-95 compliant masks.
5. Initially, the Company posted notices at all public entrances informing potential visitors that any persons having travelled outside the United States in the prior fourteen (14) calendar days or had symptoms consistent with the Corona Virus would be denied entry to the station.
6. Prior to being permitted access to the station, visitors were required to sign a self-declaration they had not travelled outside the United States in the prior fourteen (14) calendar days or had symptoms consistent with the Corona Virus.
7. Effective March 12, 2020 no visitors are permitted access to the station.

The AEI Chicago station is covered by four (4) Collective Bargaining Agreements:

- AEI Master Agreement (January 1, 2018 to December 31, 2020)
- Supplemental Agreement (January 1, 2018 to December 31, 2020)
- Air Express International, U.S.A., INC. New Office Clerical Unit (August 1, 2019 to July 31, 2022)
- Danzas Corporation New Office Clerical Unit (August 1, 2019 to July 31, 2022)

The table below summarizes the personal days, sick leave and / or floating holidays available to employees as well as the progressive discipline for attendance related occurrences under the applicable Collective Bargaining Agreement.

<b>CBA</b>	<b>Personal Days / Sick Leave / Floating Holidays</b>	<b>Discipline</b>
Supplemental Agreement	Section 52.3 Sick Leave - 9 days per calendar year; plus - 3 days which were unused in prior calendar year.	Section 49.1 Discipline has a 12 month shelf life.
Air Express International, U.S.A., INC.	Section 9.5 Floating Holidays 5 Days  Section 11.5 Sick Leave 6 Days Employees can accumulate up to 160 hours of sick leave.	Letter of Understanding Once all sick leave has been exhausted, progressive discipline for unexcused absences during a calendar year will be as follows First Occurrence – Verbal Warning Second Occurrence – First Written Warning Third Occurrence – Final Written Warning Fourth Occurrence – Termination
Danzas Corporation	Section 9.5 Floating Holidays 5 Days  Section 11.5 Sick Leave 6 Days Employees can accumulate up to 160 hours of sick leave.	Letter of Understanding Once all sick leave has been exhausted, progressive discipline for unexcused absences during a calendar year will be as follows First Occurrence – Verbal Warning Second Occurrence – First Written Warning Third Occurrence – Final Written Warning Fourth Occurrence – Termination

From the onset, the Corona Virus situation has been ever evolving. As such, the Company will continue to monitor this situation and will adjust its actions as circumstances dictate.

Yours truly,

Christopher Gonsowski