

March 11, 2020

To Whom This May Concern:

At Hopewell Transportation, keeping our students, employees, and partners we serve healthy and safe is the top priority.

In the wake of the ongoing news coverage and recent geographical location of the COVID-19 virus, I want to ensure our customers and employees that we are continuing to implement best practices regarding cleaning and disinfecting vehicles.

Based on the recent report that an individual infected with COVID-19 traveled to DuPage County, and out of an abundance caution, we want to inform you of our existing Standard Operating Procedures regarding prevention and pre-caution as it relates to infectious disease control:

- Every vehicle is cleaned and disinfected daily.
- We are proactively communicating with employees about how to stay health and encourage the following behaviors:
 - Wash your hands often for 20 seconds with warm water and soap.
 - If soap and water are not available, use an alcohol-based hand sanitizer.
 - Wipe down surfaces regularly with disinfectant wipes.
 - Elbow bump instead of shaking hands.
 - Avoid touching your face, especially eyes, nose and mouth.
 - Per our local public health authorities, it has been recommended that our employees stay home until they fever-free for 24 hours.

In addition, our standing operating procedures are designed to keep employees and students safe! We appreciate your efforts as well to help keeping the community safe. If you have questions or concerns, then please do not hesitate to contact myself or Gary Torrey, our Carol Stream Location Manager.

Sincerely,



William McDermott
President