Notice to Customers and Partners regarding COVID-19

At Ports America, the safety and well-being of our employees, customers, port partners and vendors are always our priority. We also recognize the important role we play in the global supply chain and are actively monitoring the COVID-19/Coronavirus situation while taking significant steps to help keep our facilities and operations safe. Therefore, Ports America has taken the following courses of action.

Aligning with Public Agencies

- We are cooperating with our local Port Authorities, the United States Coast Guard and other governmental agencies to ensure the safety and viability of our terminals and operations.
- We are continuously monitoring updates from the CDC, WHO and others to seek guidance and implement necessary steps as the situation develops.

Protecting our Employees and Customers

- For all employees, we have implemented the following policies:
  - A complete air travel ban, both international and domestic
  - A ban on inter-facility and office travel; all company meetings will be held by phone or video
  - Social distancing will be effective in our offices immediately, with rotational staffing and a work from home option
  - Enhanced daily cleaning and disinfecting of office spaces
  - Any employee showing symptoms of the coronavirus or flu OR has been in contact with someone showing symptoms is required to stay home and follow medical advice.

- At our Port Facilities, we have implemented the following:
  - Enhanced cleaning procedures, including third-party contractors to disinfect equipment and facilities daily
  - Enhanced employee monitoring, along with rotational work schedules
  - Business continuity plans at each site to ensure safe and reliable operations throughout this pandemic
  - Partnering with our labor unions to ensure our front-line employees are safe, preventing any exposure to customers or other stakeholders

At this time, all our sites are fully operational and we continue to monitor the changing environment. If there are any questions regarding a specific facility, please reach out to your local site contacts for respective updates.

Mark Montgomery, CEO
March 16, 2020