

# CUSTOMER ADVISORY: COVID 19 UPDATE

## NORTH AMERICA – EMPLOYEE REMOTE WORK

March 11, 2020

**Dear Valued Customer,**

After considering guidance from the CDC and best practices from the global business community on preventing the spread of COVID 19, we have decided to activate the remote-work option of our Business Continuity Plan (BCP). The focus is on office spaces where employees come into close contact with one another on a regular basis within a confined space.

The action will involve the following offices only:

- Scottsdale, AZ
- Farmington Hills, MI
- Miami, FL
- Covina, CA

This exercise will begin Monday, March 16 with a planned end date on or around April 16, 2020. Maintaining a stable virtual work environment is a core capability of our BCP, and we expect no interruptions in service due to this action.

We have also requested our on-site key account management teams to implement remote-work scenarios pending alignment with the host customers.

Thank you for your cooperation and understanding during this challenging period. Our key account management and customer teams will be coordinating with customers directly, and please reach out to your local APL Logistics representative with any questions or concerns.

Sincerely,  
APL Logistics