



**Amendments to Vacation Policy, Holiday Policy and Business Travel Guidelines
National Transit Corporation and Evans Resource Solutions
November 17, 2020**

During the COVID-19 pandemic, it is necessary for the company to change the Vacation Pay policy, Holiday Pay policy and Business Travel guidelines in order to provide a safe and healthy workplace. The company will maintain these measures until the World Health Organization (WHO) and the Center for Disease Control (CDC) declare that the COVID-19 pandemic has ended.

If you plan on traveling out of state or internationally, the company requires a Pre-Travel Inquiry to be completed at least one week before the commencement of your trip. The Pre-Travel Inquiry will require the following information:

- All cities, states and countries you will visit.
- The modes of travel you will take. (Air, car, rail, cruise ship or bus.)

The Pre-Travel Inquiry must be submitted to your supervisor or human resources manager by email or form.

The company will review your plans and determine if it is necessary for you to quarantine upon your return. With your supervisor's approval, take your laptop and materials needed to work from home before your vacation or holiday. You are required to work during the quarantine. If you are unable to work from home, you will need to use paid time off during the quarantine.

When you travel, please follow these guidelines:

- Avoid close contact with others – keep a distance of at least six feet.
- Clean hands often – washing with soap and water for at least 20 seconds.
- Wear a face covering in public.
- Notify the company immediately if you or a family member has been diagnosed with COVID-19.

Thank you for helping to keep Evans Distribution Systems a safe and healthy workplace.