

All Indiana Harbor Belt Railroad Employees,

The safety and wellbeing of our employees is always our top priority. The Carrier is closely monitoring the developments related to the novel coronavirus (COVID-19) including updates from Centers for Disease Control and Prevention and World Health Organization and are committed to keeping all employees informed.

Best practices and everyday preventive actions from the Center for Disease Control and Prevention include:

- Wash your hands often with soap and water for at least 20-seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- If you are sick, please follow our [Requesting Time off Policy](#) if you do not feel well enough to come to work.
  - o If you have symptoms of acute respiratory illness and have a fever of greater than 100.4°F it is recommended to stay home and not come to work until you are free of fever, and any other symptoms for at least 24 hours.
  - o If you test positive for the coronavirus, please contact Human Resources immediately: [HR@ihbrr.com](mailto:HR@ihbrr.com), (219) 989-4717 or the Director of HR, Nicole Moore Parchem at (219)989-4927 or [nicole.moore-parchem@ihbrr.com](mailto:nicole.moore-parchem@ihbrr.com).
- Cover your mouth with a tissue when coughing or sneezing, then throw the tissue in the trash. If a tissue is not available, cough or sneeze into your elbow or shoulder.
- Clean and disinfect frequently touched objects or surfaces. Disinfectant products will be available and distributed by supervisors.

All surfaces inside of the cab of IHB locomotives are being disinfected when they come in for service at the IHB Gibson Roundhouse. That being said, we encourage all employees who occupy any locomotive or caboose to disinfect surfaces prior to using them and routinely throughout their shift.

All tie up kiosks in crew quarters will be routinely disinfected throughout the day, but employees using kiosks are encouraged to wash their hands before and after using kiosks or other office equipment.

It is encouraged for all employees to disinfect their workplace prior to starting their duties and routinely throughout their shift.

For more information on the Coronavirus visit [CDC.gov](https://www.cdc.gov).

If you have any questions or concerns, please contact the Human Resources Department.