



Memo: Safety and Security Position for Field Service and Consulting Work Covid-19 – May 6, 2020

Dear Prospective or Existing Client or Customer,

As part of our OSHA and safety plan, and in compliance with our business insurance, we address conditions per a risk analysis by conditions. We strive to comply with our client/customer and appropriate Federal and State safety guidelines, at a minimum. Because of the sweeping conditions related to the Covid-19 pandemic we are taking steps necessary to protect our employees, clients, customers, and loved-ones. As such, we are applying the following guidelines associated with OSHA (OSHA.gov) and the CDC (CDC.gov) as a minimum, with adjustments as the rules change. We are taking the position, as well, that data provided through the CDC.gov is accurate as outlined on their website due to inconsistent reporting at state and local levels throughout the USA. We commit to meeting the same level, or greater, as international travel opens up for as long as this pandemic is recognized.

Access to testing in most locations is severely limited. MotorDoc LLC personnel will comply with client-supplied testing and recognized testing methods (ie: temperature, etc.) supplied at customer sites. We also follow the CDC-provided checklist each day at client sites and utilize the additional PPE as outlined by the CDC, especially in cases where social distancing is not appropriate for safety or common sense. Such records are available for the period we are on-site at your request.

We commit to avoiding specific situations when feasible or when data is conflicting and maintain vigilance in monitoring conditions. Local example: City of Chicago is a self-designated hot spot. While we commit to distance support of clients in the City, conflicting rules and data, as well as self-acknowledgement of the City's inability to meet requirements, require that we do not provide services that put MotorDoc LLC or our contractors and sub-contractors in any danger nor our other clients that we travel to. Because the State of Illinois is also reporting during live updates that certain Illinois State controlled facilities have been unable to protect employees and contractors (re: May 5, 2020, televised update) and state data is both not peer-reviewed and conflicts with CDC data, we reference back to CDC data. The inability to manage conditions nor reduce risk requires that we cannot provide support in either area. MotorDoc LLC commits to this type of action as we move forward in order to ensure that when we arrive at our client sites, we have reduced our risk of exposure as much as possible. The State of Illinois and City of Chicago indirect declarations of high levels of exposure in effect exclude them from MotorDoc services until such time as they are able to operate at a level expected of commercial/industrial/energy facilities. (Re: week of May 4, 2020 and earlier live updates).

In cases of commercial/industrial/energy/Federal facilities, we recognize that most have safety and OSHA or equivalent, compliance in-place and will continue to support those clients. Our position on reducing exposure as in the above paragraphs is specifically to reduce risk to clients and to demonstrate our commitment to your safety.

As always, our employees and contractors are authorized to STOP work at any time when they are concerned with working conditions.

Due to significant travel associated with our work. All measures feasible are taken such as extended driving distances and extra steps during air or other commercial travel, including rentals and hotel stays.

MotorDoc LLC utilizes tracking services for mileage by location and time for tax purposes. We are now utilizing the same system for internal contact tracing, if required. Such travel location and duration information excluding client data is available as required for up to 14 days prior to a site visit. Any known exposures will be reported to our effected clients voluntarily. While we do not require the same of our clients, contractors and clients, we will act on any courtesy contacts and will provide necessary data while maintaining appropriate privacy, or as required by law.

Sincerely,

Howard W Penrose, Ph.D., CMRP
President, MotorDoc LLC, A Certified Veteran Owned Small Business (VOSB)

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