



**Host Business Update**  
**March 19, 2020**

Host's number one priority is the safety of our team members, customers and industry partners. We have taken several actions to mitigate the risks of the coronavirus while sustaining uninterrupted marine, terminal, stevedoring and agency services.

We are committed to maintaining exceptional service to our customers through these difficult circumstances, and to that end, we are taking the following actions:

1. Reduce number of employees in the workplace.
  - a. Working from home, where able.
  - b. Implement flexible schedules and team rotations.
  - c. Increase our sick leave for all employees.
  
2. Reduce contact with any surfaces in our operations.
  - a. Daily safety stand-downs, with every shift required to perform at least one 30-minute deep disinfection.
  - b. No shared phones, computers or equipment without full disinfection.
  - c. Every office employee will use 30 minutes at the end of the day to disinfect their workspace.
  - d. Social distancing, including more virtual meetings.
  
3. Create operational redundancy and capability through independent operating teams.
  - a. Departments and shifts split into distinct and separate teams.
  - b. Shift work commencing at different times for different teams.
  - c. No overlap or physical interaction between shifts.
  - d. Alternate break rooms to maintain team and shift separation.

The coronavirus is unprecedented, and we are actively updating our contingency plans based on our best current understanding of the virus and compliance with all government-directed health and operational requirements.

We are committed to providing value to our customers in this uncertain time, and we will keep you informed of updates to our approach. Thank you for the trust you place in Host.

A handwritten signature in black ink, appearing to read "Adam Anderson".

Adam Anderson, Chairman & CEO