

CLIENT ADVISORY

February 17, 2020

Singapore Business Continuity Plan for DORSCON Orange

Dear Valued Customer,

Following the raising of the Disease Outbreak Response System Condition (DORSCON) from yellow to orange in light of the increased cases of COVID-19 in Singapore, C. H. Robinson Singapore office initiated Business Continuity Plan (BCP) on the February 13, 2020.

BCP are precautionary measures put in place to ensure the safety of our employees by lessening physical contact and restrictions to smaller work group during this period. In the event of close contact quarantine orders and/or office evacuation, it will minimize the impact and disruptions to our client's supply chain.

- 1) Front office employees are homebased and designated schedule have been allocated to each individual should they require to be in office.
- 2) Operations staff are working in 2 teams and on alternate schedule based out of the airport and town office.
- 3) Internal meetings and communications are via telecommute whenever possible.
- 4) Staff reporting to the office have mandatory twice daily temperature monitoring.
- 5) Visitors and vendors coming to the office locations are required to do health and travel declaration.

We would like to assure our clients and all our staff are healthy, and C.H. Robinson remains in full operation. We will continue to monitor this situation closely and advise of any further updates as needed.

Thank you for being our Valued Customer. If you have any questions, please do not hesitate to contact your C.H. Robinson commercial representative for further information.

Sincerely,
C.H. Robinson

Our information is compiled from a number of sources that to the best of our knowledge are accurate and correct. It is always the intent of our company to present accurate information. C.H. Robinson accepts no liability or responsibility for the information published herein.

