

Marin Airporter

Emergency / Business Continuity Plan re COVID-19 and/or Other Public Health Emergencies

Marin Airporter (the "Company") is regulated by the California Public Utilities Commission as well as various other governmental authorities in its provision of transportation services to the general public.

The Company has developed the following business continuity plan (the "Plan"), to be activated in the event of a public health emergency. The Plan applies to the current COVID-19 outbreak, and, as may be appropriate, to such other public health emergencies as may affect our services.

The Plan consists of several components:

- Measures taken to protect the travelling public who use our services
- Measures taken to protect our employees
- Measures intended to ensure that we are able to continue to provide essential services to the public in the event of a public health emergency

Measures taken to protect the travelling public who use our services

To protect the travelling public, we will: (i) educate ourselves as to all best practices recommended by the federal Centers for Disease Control ("CDC"), the California Department of Public Health (the "CDPH"), and other relevant authorities; (ii) implement those practices and, as appropriate, advise our passengers of them; and (iii) monitor operations to ensure that they continue to be implemented.

In the case of the COVID-19 pandemic, these include:

- Cleaning our vehicles regularly and thoroughly with EPA-approved disinfectants
- Requiring drivers and all passengers to wear face coverings at all times while on our buses, as well as in the public-facing areas in and around our terminal buildings
- Cleaning high-touch surfaces on vehicles and in terminals and other public spaces as frequently as is practicable
- Making cleaning materials readily available to drivers and other staff
- Advising staff of personal hygiene precautions such as hand-washing, and ensuring that they have access to the facilities and materials they need to take such precautions
- On our Airporter service, closing rows of seats to provide distancing between passengers, and limiting capacity accordingly
- On the buses we operate for Marin Transit, requiring physical distancing and limiting vehicle capacity as specified by Marin Transit
- Taking all other appropriate measures to ensure social distancing / physical separation while on vehicles and in terminal areas
- Ensuring that staff and customers are aware that sick persons should not be boarding our vehicles or entering our terminals or other public spaces

- Regularly briefing and training all employees as to these practices, rules, and procedures, using a combination of posted memoranda, briefings in our regular safety meetings, and informal advice and briefings by supervisory personnel

Measures taken to protect our employees

We will, in relation to our employees, take the same measures that we take in respect of the travelling public. In addition we will ensure that employees:

- Have personal protective equipment (including gloves and face coverings) and cleaning materials readily available to them
- Are required to stay home if sick, so as to prevent the transmission of disease throughout the workforce
- Are able to stay away from work if they have particular vulnerabilities and/or fall into high-risk categories – without loss of benefits and seniority
- Maintain a heightened awareness of the need for precautions and vigilance by way of frequent written and oral communication, both formal and informal
- Have access to the federal government's Families First Coronavirus Relief Act program and any other government funded programs for persons required to take time off work for COVID-related reasons

Measures intended to ensure that we are able to continue to provide essential services to the public in the event of a public health emergency

To continue operations effectively, the Company will ensure that all of the above public and employee protection measures are taken – consistently and effectively – throughout the business. Taking precautions designed to prevent the spread of disease are the best means of ensuring that we are in a position to continue to provide service.

To address the current COVID-19 outbreak, the following steps are applicable:

- Provide all staff with appropriate personal protective equipment, in line with the recommendations of the CDC, the CDPH, and other relevant authorities
- Have office / clerical staff work from home if and to the extent practicable
- Facilitate the removal of high-risk individuals from duty, and ensure that anyone who self-identifies as high-risk is given the ability to stay away from work without loss of seniority and benefits
- Ensure that all staff are instructed to stay home if sick, and that supervisory personnel are authorized to enforce this policy
- Ensure that anyone showing symptoms of the disease at work is sent home immediately and advised to call his or her health care provider (in line with Company policy) – and note here that the vast majority of staff have chosen to participate in the Company's group health plan with Kaiser Permanente, which provides a telephone advice line 24 / 7

- Monitor body temperatures of drivers reporting for work, using a no-touch temperature scanner
- In the event that an employee tests positive for COVID-19, comply with relevant contact tracing, quarantine, and return-to-work policies recommended and/or required by the CDC, the CDPH, and local public health authorities
- In the event of a widespread outbreak of the disease within our workforce, and/or the need to quarantine a significant part of our workforce, take the following steps, as appropriate in the circumstances:
 - First and foremost, ensure that all quarantine requirements are implemented – without regard to the fact that they could significantly reduce the size of our workforce
 - Second, allocate remaining healthy drivers to scheduled service runs in a way that enables us to provide as much scheduled / contracted service as possible in a manner that is consistent with safe operations, compliance with hours of service regulations, etc.
 - If scheduled services need to be reduced as a result of lack of available drivers, communicate this to the public via such means as our website, social media outlets, and physical signage at stops
 - In the most severe circumstances, reduce services to a basic minimum or even suspend services altogether for a period, with appropriate notices to the public

Evolving Recommendations, Guidelines, and Requirements

Official recommendations, guidelines, and requirements in relation to COVID-19 have changed and evolved over time. This Plan is subject to such changes as may be necessary to adapt to and implement any further changes to such recommendations, guidelines, and requirements. The principles and objectives set out herein should be taken as incorporating the flexibility required to make such changes.