

316 Pennsylvania Ave., SE  
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Washington, DC 20003  
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Re: **Exemption of UPS as Essential Business / Critical Transportation Sector**

Dear UPS Employee:

UPS recognizes that authorities in certain geographies have ordered the restriction of certain work and travel because of the COVID-19 pandemic. However, UPS employees are **exempt** from these orders under Office of Homeland Security guidance because they provide **critical transportation services** and are an **essential business**.

Due to the nature and critical needs of our service, UPS will continue its regular operations under this authority. **Therefore, all UPS employees should continue to report to work at their regularly scheduled time and location.**

We pride ourselves on continuing to provide industry-leading service to our customers through challenging periods such as this. And we thank you for all you're doing. It means a lot, maybe more than ever, that you are answering this call.

Please keep this letter with you for additional TRAVEL AUTHORIZATION. On page two of this letter, we have provided guidance in the event you are questioned by government authorities.

If you have questions regarding this information, please contact your management team.

Sincerely,

A handwritten signature in cursive script that reads "Laura Lane".

Laura Lane

President, UPS Global Public Affairs

(cont'd)

**TO WHOM IT MAY CONCERN FROM STATE OR MUNICIPAL**

**LAW ENFORCEMENT OR OTHER GOVERNMENT OFFICIALS:**

**OFFICE OF HOMELAND SECURITY GUIDANCE TO ASSIST STATE AND LOCAL GOVERNMENTS**

The Office of Homeland Security published written guidance to assist local governments in determining the critical infrastructure employees. That list describes employees who are considered critical infrastructure workers in **TRANSPORTATION AND LOGISTICS:**

- Employees supporting or enabling transportation functions, including dispatchers, maintenance and repair technicians, warehouse workers, truck stop and rest area workers, and workers that maintain and inspect infrastructure (including those that require cross-border travel)
- Employees of firms providing services that enable logistics operations, including cooling, storing, packaging, and distributing products for wholesale or retail sale or use.
- Manufacturers and distributors (to include service centers and related operations) of packaging materials, pallets, crates, containers, and other supplies needed to support manufacturing, packaging staging and distribution operations
- Postal and shipping workers, to include private companies
- Employees who repair and maintain vehicles, aircraft, rail equipment, marine vessels, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers

UPS employees fit into a number of these categories. As such, employees of UPS are exempt from the governing order and may continue their critical logistics operations.