



April 2, 2020

Marine Employees,

The impact of the COVID-19 virus has affected each of us, whether it be in our professional or personal lives. Some of us may know a person who has tested positive, others may have a family member who is awaiting results, working from home may cause anxiety or uncertainty for some. As such, it is inevitable that we will also feel the impact as an organization.

To date, within the Marine organization, there have been no employees or employee family members who have tested positive for COVID-19. While this is good to report, it must be remembered that it is the **responsibility of each and every one of us to protect our families and our co-worker(s)**. We must practice the same guidelines at home as when we are at work. Do not take unnecessary risks: what you do while off work directly affects your co-worker(s) upon returning to work. Our employees and their families' health is paramount. Please continue to regularly review up-to-date information about the virus on MPC's Coronavirus Information Site on MPCConnect via this link:

<http://www.mpcconnect.com/directory/coronavirus-info-com/Pages/default.aspx>.

Any employee experiencing symptoms of fever, dry cough, or shortness of breath should contact his/her personal medical professional. If you are experiencing symptoms when you are scheduled to report to work or while at work, please contact your supervisor and Marine Medical. Please be sure to read the Marine Employee Reporting Guidelines document for additional information. The document is located on www.marathonpetroleum.com under the Marine Strappings link.

The work we do is critical to provide needed fuels and products for America's infrastructure. This situation has created many new challenges that we must navigate while maintaining focus on our priorities of safe and environmentally sound operations. One of these challenges is restricted travel which has been enacted by several states. Please be sure to carry the Essential Travel Letter in your vehicle if you have been designated as an essential employee for maintaining critical operations. There are modified letters for residents of Texas and Indiana. All of these letters can be found on www.marathonpetroleum.com under the Marine Strappings link.

Marine's COVID-19 response to date includes the following which are in effect until further notice:

- **Travel**
 - All business travel is restricted to essential business purposes and requires your manager's approval.
 - Crew changes are continuing as scheduled but are restricted to ground transportation only until further notice. Please be sure to have a copy of the Essential Travel Letter with you during your travels for crew change.
 - The vessel liberty policy has been suspended until further notice.

- **Health Questionnaire**
 - Crew members need to reply to the health questionnaire distributed by Crew Services and contact Marine Medical to discuss any items with “yes” answers prior to reporting for crew change.

- **Training & Events**
 - All events/meetings such as Operations Leadership, Engineers, Mates, etc. have been cancelled.
 - All non-regulatory in-person training is being delayed until further notice.
 - All regulatory in-person training is being reviewed on a case-by-case basis. This training is being postponed when possible. If required to proceed, we are making every effort to minimize interactions and implement social distancing.

- **Telecommuting/Social Distancing**
 - Social distancing is implemented to maintain space as much as possible with essential visitors such as dock and terminal operators, vendors delivering supplies, etc.
 - A telecommuting guidance has been implemented across the company. To limit exposure and maintain social distancing, office-based employees are working remotely. Contact information is available via outlook and on the Marine phone list located on www.marathonpetroleum.com under the Marine Strappings link.
 - All business meetings will be conducted remotely via teleconference (Skype or Teams) in lieu of face-to-face.

- **Medical/Safety Issues**
 - Medical will be on-site for scheduled appointments only and will remain available via telephone and email for employee needs, questions, or concerns.
 - Please contact Tiffany Ward (cell 419-701-9642) for any exchanges of personal meters or test equipment. Utilize your spare instruments until you receive a replacement. She will be executing exchange requests weekly.

On the business front, we are facing unprecedented circumstances resulting in significant decreases in demand for our products. Gasoline and jet fuel demands are each expected to drop 45% over the next several months. With everyone staying home, there are fewer travelers, and flights are dramatically reduced which correlates to a reduction in fuel use. The economics of this situation are very challenging and require increased focus and discipline to manage costs.

Many changes are being made in response to COVID-19 that will impact how we operate our business. The following changes are being implemented to reduce our operating costs; these initiatives will be in effect through the remainder of 2020 at a minimum.

- Projects have been postponed to reduce capital spending
- Routine maintenance activities that do not impact regulatory, safety, or environmental performance are being deferred. Examples include:
 - non-regulatory work requests on barges
 - low priority work requests on boats
 - non-critical boat painting
 - non-critical barge painting

- Contractor activity is being significantly reduced and, in some situations, suspended indefinitely
- All business travel is being eliminated unless it is deemed “business critical” with manager approval
- Participation in all optional industry conferences and meetings is being cancelled
- Non-regulatory, non-safety in-person training is being postponed
- Instructor led training is being reviewed and converted to web-based training where practical
- All events/meetings such as Operations Leadership, Engineers, Mates, etc. have been cancelled
- All pilot assessments at Mountwest and Wheelhouse Management training at Seamen’s Church Institute have been cancelled
- Our equipment vetting process is moving to increased paper vetting to reduce non-critical field visits
- Marine’s pool vehicle fleet is being reduced by eleven vehicles

We are reviewing options to reduce PPE costs without negatively impacting the safety of our employees. Examples include modifying the boot/uniform replacement program to be as-needed instead of automatic and matching the personal meters more directly with the scope of work being performed.

We need to make every effort to minimize our costs and maintain positive cash flow through 2020. It is imperative for each of us to look at everything we do at work and be creative in finding solutions to reduce expenses. Consider every task you perform and every decision you make and how it impacts our bottom line. Focus on how we can do our jobs more cost effectively without impacting safety, the environment, or critical operations.

The Marine Leadership Team and I will continue to keep you updated over the coming weeks. Remember to keep the communication lines open through your chain-of- command and pass along any questions, comments, or issues.

Thank you and stay safe,



Todd Sandifer
Director. Marine Transportation