



Palmer Trucks

On the Road Since 1965

Corporate Headquarters
2843 S. Holt Rd. Indianapolis, IN 46241 | (800) 827 8421

To: All Palmer Trucks Team Members
From: The Executive Team
RE: Sick Time Allocation & Illness Response Plan

March 19, 2020

We'd like to thank everyone for their professionalism and dedication during this trying time. Whether remote or in-person, teamwork and resiliency will enable us to persevere towards a brighter tomorrow.

For those working within company facilities, the following precautions should be exercised when serving our customers to keep America moving forward:

- **Eliminate close contact**
 - Extend 8 Feet Meet and Greet to Maximum Distance and Greet
 - Limit all colleague and customer conversations to less than 15 minutes, while maintaining distance
 - Use technology to communicate at every available opportunity
 - Do not share an office space for more than 2 hours
 - Be aware of site specific circumstances that affect spatial distance amongst team members that must continue to arrive at the stores
- **Our primary goal is to reduce the amount of people inside our facilities, while meeting their needs in accordance with safety protocols**





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The team is aware that protocol for the event of an illness if of necessity and major concern. The following are being issued as additional safety protocol:

- Prior to coming to work, take your temperature. If your temperature is above 98.6 F, the threshold for a fever, do not come to work under any circumstances and follow the reporting protocol, as outlined below.
- If you experience coughing, fever, chills, shortness of breath, fever, or a combination thereof, follow CDC issued protocols by notifying a healthcare professional in your area for guidance.
- **Following notification of a healthcare professional and seeking guidance, contact your immediate supervisor and follow standard illness reporting procedures, as defined in the employee handbook.**
- If you are caring for an individual that has symptoms, please also follow appropriate safety protocol by notifying a healthcare professional along with your immediate supervisor.
- If you are a high-risk group, such as those above 60 years of age, having a compromised immune system, a cancer patient receiving treatment, have an autoimmune disease such as diabetes, or any other group defined by the CDC, maintain increased caution and awareness while following safety protocols with increased scrutiny. Individuals in this group should eliminate all customer-facing interaction and work with team members to accomplish tasks. If experiencing symptoms, contact a medical professional and your immediate supervisor immediately.

In the event that you are ill:

- **If you test positive for COVID-19, Palmer Trucks will pay your 14 days of recovery time. Following the exhaustion of those 14 days, your balance of vacation and personal time will be allocated.**
- If you do not have time off, still do not come to work. We will figure out an arrangement to have you covered. Health and safety are the priority, and we will take care of you.
- Additional sick-leave needs will be addressed on an as-needed basis.
- You must be 48 hour symptom-free and cleared by a medical professional, prior to returning to work.
- We will continue to monitor federally and state-issued response plans to the needs of ill members within the workforce.
- If a team member is ill, the CDC will provide additional guidance as to who will need to be quarantined.





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- In the event you are not ill, but not comfortable with arriving to work, you will be paid using your available vacation and personal days.
- If you would like to switch shifts to enable social distancing, and are will to do so, please communicate such with your immediate supervisor.

We are defined as a critical industry by the government, and as such, we are working closely with state agencies to procure signage. The First Families Act, which has received a lot of press, does not apply to Palmer Trucks, since we have more than 500 employees.

One may find additional communication, resources, and information at <https://www.palmertrucks.me/virus> – our centralized resource for the COVID-19 pandemic.

We encourage all to continue practicing the Palmer Roadmap, wherever they conduct their work, as we are needed to meet our customer's needs now more than ever.

For those working at home, thank you for your flexibility. Please continue to leverage technology, focus, and bring value to the organization from wherever you reside. As time goes onward, additional training and activities will be assigned to fill any downtime. Please use this as a professional development opportunity to broaden your skills for when operations return to normal.

Future updates will be communicated by 4:30 p.m. EST, daily. These updates will be issued via email and posted to <https://www.palmertrucks.me/virus>

