



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: Jacob Nichols, Director of Corporate Operations
Date: March 11, 2020
Re: Novel Coronavirus – Preparedness

Palmer Trucks is committed to supporting the health and safety of our employees, their families and our communities. We are taking extra caution during the flu season and the emerging public health situation related to the strain of Novel Coronavirus.

Novel Coronavirus is a virus identified as the cause of an outbreak of respiratory illness recently detected in Wuhan, China. Infectious respiratory illnesses can spread when an infected person sneezes or coughs, creating airborne particles. A person can also become infected if they touch a contaminated object or surface and then touch their mouth or nose before washing their hands.

We encourage you to join our efforts to reduce the general risk of transmission. Here are three basic principles of good hygiene you can practice to protect yourself and those around you.

Wash your hands properly

Wash your hands for at least 15 seconds using soap and water. Make sure you wash every surface of both hands – including between each finger. If soap and water are not available, use just enough hand sanitizer to cover your hands and fingers, then rub your hands together until they are dry.

Take care of yourself

Keep your immune system in optimal condition to fight viruses or bacteria by eating properly, staying fit and getting enough sleep.





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Help protect others from infection

When coughing or sneezing, cover your nose and mouth to help prevent the spread of the virus or bacteria.

Attendance

If you are experiencing flu-like symptoms, especially after recent travel to a confirmed area or have been in contact with those who have, please follow the advice of the [World Health Organization](#).

Call your supervisor/manager and stay at home to recover faster and protect your co-workers from infection. Please stay home until you have seen your doctor and are well enough to return to work. Palmer Trucks may require a medical certificate to ensure you are fit to return to work.

Travel

If you are doing any **Business** Travel (airplane) in next 60 days, please contact Donna Woodson to discuss current plans and a contingency plan if changes do occur.

Additional Information

For additional information regarding the Novel Coronavirus, visit:

- [World Health Organization – Novel Coronavirus](#)
- [World Health Organization – Advice for Public](#)
- [Centers for Disease Control and Prevention](#)

Bottom Line

We will continue to monitor and evaluate the situation and will inform you of any developments. Thank you for your attention to this important matter. It is important to Palmer Trucks that all team members and their families remain happy, safe, and healthy.

