



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: Social Distancing / Maximum Feet Meet & Greet

April 6, 2020

Social distancing, while a term that is heavily-used, is a critical component of maintaining a **healthy and safe environment**. Social distancing is defined by the Center for Disease Control and Prevention as:

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (2 meters) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

In addition to [everyday steps to prevent COVID-19](#), keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

When COVID-19 is spreading in your area, everyone should limit close contact with individuals outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is especially important for [people who are at higher risk of getting very sick](#).

While a happy and safe environment is a top priority, it is important to follow social distancing precautions when working within Palmer Trucks facilities.

8 Feet Meet & Greet is a hallmark of the Palmer Roadmap; however, please maximize space between yourself and colleagues/customers during this time. Although it can be tempting to socialize within offices, parts storage areas and counters, service writer offices, near water coolers, and the like, please refrain from doing so. Following job-specific protocols, ensuring routine cleanliness, and honoring social distancing allows us all to maintain a safe environment.





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Your understanding and application of social distancing during this time is appreciated, and your service during these trying times to keep America's trucks moving forward is admired and appreciated by many.

If you have questions or concerns about your personal situation or role during this time, please consult your direct supervisor. Along with the resources found at <https://www.palmertrucks.me/virus>, you are also encouraged to contact human resources at any time by emailing hrteam@palmertrucks.com.



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