

COVID-19

PALMER TRUCKS COMMUNITY GUIDELINES

**STOP - NOT FEELING WELL? IF SO, DO NOT ENTER
AND CONTACT YOUR MEDICAL PROVIDER.**

THE FOLLOWING GUIDELINES WILL NOT CEASE UNTIL
JULY 4, 2020 - AT THE EARLIEST

PERSONAL HEALTH

STAFF AND ALL PERSONNEL MUST BE FREE OF SYMPTOMS. IF SYMPTOMS OCCUR, THE INDIVIDUAL MUST REPORT THE ONSET OF SYMPTOMS IMMEDIATELY TO THEIR DIRECT SUPERVISOR AND HR DEPARTMENT. THEY MUST LEAVE AS SOON AS THE SITUATION ALLOWS.

1. EMPLOYEES WHO HAVE CONFIRMED CASES MUST QUARANTINE FOR 14 DAYS BEFORE BEING PERMITTED BACK TO A FACILITY AND RESUMING IN-PERSON BUSINESS ACTIVITIES.
2. THE EMPLOYEE MUST BE FREE OF SYMPTOMS FOR 48 HOURS WITHOUT THE USE OF PRESCRIPTION DRUGS.

ALL EMPLOYEES MUST PERFORM A SELF-REPORTING WELLNESS CHECK IMMEDIATELY PRIOR TO REPORTING FOR EACH SHIFT AT EVERY PALMER TRUCKS LOCATION.

SOCIAL DISTANCING

SOCIAL DISTANCING IS DEFINED BY THE CDC AS KEEPING SPACE BETWEEN YOURSELF AND OTHER PEOPLE OUTSIDE OF YOUR HOME.

1. STAY AT LEAST 6 FEET (2 METERS) FROM OTHER PEOPLE
2. COMMON WHERE LINES MAY FORM HAVE TAPE MARKINGS ON THE FLOOR TO ENSURE 6 FOOT SPACING.
3. DO NOT GATHER IN LARGE GROUPS
4. STAY OUT OF CROWDED PLACES

HYGIENE AND SANITATION

1. ALL AREAS THAT HAVE CONSTANT OR ROUTINE USE WILL BE CLEANED AND SANITIZED AT LEAST EVERY HOUR.

EXAMPLE: PHONES, DOOR KNOBS, CASH REGISTER, NUMBER PADS, COUNTERS, ETC.

2. ALL AREAS THAT A CUSTOMER CAN ACCESS WILL BE CLEANED AND SANITIZED, AT MINIMUM, TWICE PER SHIFT.

3. ALL EMPLOYEE AREAS WILL BE CLEANED AND SANITIZED, AT MINIMUM, DAILY.

4. SUFFICIENT SUPPLY OF HAND SOAPS, SANITIZERS AND DISINFECTANTS ARE TO BE AVAILABLE.

FACE MASKS

FACE MASKS WILL BE PROVIDED

1. ARE REQUIRED TO BE WORN BY ALL EMPLOYEES WITHIN PALMER TRUCKS FACILITIES, WHEN SOCIAL DISTANCING IS NOT PRACTICAL.

2. ARE RECOMMENDED FOR ALL CUSTOMERS & GUESTS WITHIN PALMER TRUCKS FACILITIES.