

# PALMER TRUCKS

ON THE ROAD SINCE 1965

## COVID-19

### STATE RE-OPENING GUIDELINES

**1. TEAM MEMBERS WORKING FROM HOME WILL CONTINUE, AND WHEN SAFE TO DO SO, WILL RETURN IN PHASES.**

**2. STAFF AND ALL KNOWN PERSONNEL MUST BE FREE OF SYMPTOMS, AND 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.**

**A. SUPERVISOR MUST RELAY REPORT TO HR IMMEDIATELY.**

**B. ALL CONFIRMED CASES MUST BE REPORTED TO HR**

**C. EMPLOYEES WHO HAVE CONFIRMED CASES MUST BE FREE OF SYMPTOMS FOR 14 DAYS BEFORE BEING PERMITTED BACK TO A FACILITY AND BEFORE RESUMING IN-PERSON BUSINESS ACTIVITIES.**

**3. MAINTAIN 6FT. DISTANCE BETWEEN BODIES (SOCIAL DISTANCING GUIDELINES). SALESPERSONS WILL CONTINUE TO DISTANCE AND WORK-FROM-HOME.**

**4. NO MORE THAN TWO PEOPLE PER 100 SQ. FT. SPACE AT ONE TIME AND/OR NO MORE THAN 5 PEOPLE IN A 'GROUP' FOR NO LONGER THAN 15 MINUTES AT ONE TIME.**

**5. CONTINUE GOOD HOUSEKEEPING AND HYGIENE MEASURES: ROUTINELY DISINFECT WORK, COMMON AND HIGH-TRAFFIC AREAS, ENSURE SUFFICIENT SUPPLY OF HAND SOAPS, SANITIZERS AND DISINFECTANTS.**

**6. MASKS WILL BE PROVIDED AND ARE REQUIRED TO BE WORN BY ALL WITHIN PALMER TRUCKS FACILITIES, ESPECIALLY WHEN SOCIAL DISTANCING IS NOT PRACTICAL. PLEXIGLASS BARRIERS WILL BE INSTALLED AT COUNTERS AS NECESSARY.**

**SPECIFIC JOB-FUNCTION CHANGES WILL BE COMMUNICATED.**

