



**CORPORATE HEADQUARTERS**  
9704 E. 30th Street Indianapolis, Indiana 46229

The following protocol is in place as of November 23, 2020 and will remain until otherwise stated. This document may be amended at any time to maintain accuracy with current research and recommendations.

The following phased approach will be utilized on an individual location basis. It may be possible for one location to be independent from other locations phases; i.e. one location may be in phase 2 while another in phase 3. Each phase will build off the next (i.e.: Phase 2 includes everything from Phase 1 and more).

Phases are determined by any of the following factors:

- Available employees and Covid Work Groups as defined in the document: [Covid Work Groups](#).
- Local government/official regulations/laws
- More than 2 positive cases within the same location in a 10 day period
- Increased local risk and/or internal trends increasing.
- As deemed necessary by Palmer Trucks Senior Management.

Assessment of phases:

- Every dealer location must be prepared to enter a given phase within 48 hours of notice.
- Phases will be reassessment on a weekly basis by senior management.

### **PHASE 1:**

- Questionnaire must be filled out prior to each shift and recorded
  - Hourly Employees: Time on Demand will prompt 3 questions when clocking in.
  - Salary employees: Must be filled out prior to each shift and turned in to direct manager.
    - Direct manager is responsible for confirming all questionnaires are collected and passing.
      - Must report any discrepancies and/or grievances.
- Masks required: Masks should be worn at all times in all public areas and in any enclosed space when more than one person is present.
- Social Distance meetings
  - Social distance is defined as 6ft or greater between persons
- No large group gatherings
- Employees should attempt to separate there work environments from others as much as possible.
  - No lunch “buddies“ - do not travel together
  - Maintain social distance
- Curbside service should be offered and preferred at all locations





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### PHASE 2:

- Everything within Phase 1 applies (if not superseded here) and...
- Questionnaire must be filled out prior to each shift and recorded
  - Hourly Employees:
    - Time on Demand will prompt 3 questions when clocking in.
    - Employee must answer all 3 in order to clock in.
  - Salary employees:
    - Questionnaire must be filled out prior to each shift and turned in to direct manager.
    - Direct manager is responsible for confirming all questionnaires are collected and passing.
      - Must report any discrepancies and/or grievances.
- Limit travel to necessity only (including between locations)
- No car-pooling; employees should not ride in the same vehicle at any point.
- Any delivery should be no-contact
- All break rooms should limit to one person sitting at a time; no more than 3 total persons at any one time in room while maintaining social distance.
- Driver lounges/public spaces limited to no more than 2 persons at a time; no overnight guests.
- **Work from Home -Could and Coverage** [Covid Work Groups](#)

### PHASE 3:

- Everything within Phase 1& 2 applies (if not superseded here) and...
- No customers in buildings
- All delivery is no-contact
- No sales calls unless required/(local government)
- No travel (including between locations)
- Work from Home **Who Can, Must** [Covid Work Groups](#)
- Postpone any pending new hires.

### PHASE 4:

- Work from Home - **Who Can, Must.**
- Temperature check to enter
- 12 HR shifts 3 days/week per essential employee
  - Will work 2 week intervals
  - 2-3 groups of these employees
- Condensed hours of operation
- Certain individuals would be furloughed.
- Postpone any recruitment.
- Limited or No Part Time Employees
- Retirement or Severance Packages
- Reduction in Pay

