

PALMER TRUCKS

ON THE ROAD SINCE 1965

Policy: Covid-19 Policy	Effective Date:
Revision Date: 01/01/2022	1/1/2022
Purpose: To provide a safe and systematic approach to address recommended and required guidelines directly pertaining to the business of Palmer Trucks, including but not limited to employees, customers and affiliates.	
Responsibility: It is the responsibility of all Palmer Trucks employees to abide by, recommend and facilitate the guidelines outlined in this policy to promote and maintain a safe, clean and friendly environment at all times.	

Summary:

As Palmer Trucks is an essential business, the organization has implemented and will continue to follow the existing precautions and protocols into the foreseeable future. In line with the Centers for Disease Control (CDC) and local government recommendations, we will continue to embrace social distancing, applicable telework, and in-store sanitation as necessary. Because we operate in various states, to remain consistent, will mirror the most restrictive limitations of the states in which we operate in order to mitigate virus spread. While any dates listed in this document may change, this is the most recent guidelines in accordance with research and must be accepted.

Important: *All information within this document is subject to change to keep current with and when new information becomes available. The information and guidelines described herein are given with the recommendations of local and federal governmental guidelines. They are intended to aid in creating and maintaining a safe and healthy workplace as possible given the current global pandemic.*

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1. DEFINITIONS

a. Close Contact

- i. Someone who is within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, starting from 2 days before illness onset, (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- ii. Factors to consider when defining close contact include:
 1. proximity (closer distance likely increases exposure risk)
 2. The duration of exposure (longer exposure time likely increases exposure risk)
 3. Whether the infected individual has symptoms (the period around onset of symptoms is associated with the highest levels of viral shedding)
 4. If the infected person was likely to generate respiratory aerosols (e.g., was coughing, singing, shouting)
 5. And other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors).
- iii. Because the general public has not received training on proper selection and use of respiratory PPE, such as an N95, the determination of close contact should generally be made irrespective of whether the contact was wearing respiratory PPE. At this time, differential determination of close contact for those using fabric face coverings is not recommended.

b. Confirmed COVID-19 Case

- i. Report of person with COVID-19 and meeting confirmatory laboratory evidence.

c. Contact Elicitation Window

- i. The timeframe when the case was likely infectious and not under isolation. This is the time period for which possible contacts should be elicited.

d. Exposure

- i. Having come into contact with a cause of, or possessing a characteristic that is a determinant of, a particular health problem. Principles of Epidemiology in Public Health Practice.

e. Incubation period

- i. Period of time between exposure to an infection and onset of symptoms

f. Isolation

- i. The separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order.

g. Probable COVID-19 Case

- i. Report of person meeting clinical AND epidemiologic evidence of COVID-19 but without confirmatory laboratory evidence.

h. Quarantine

- i. The separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic from others who have not been so exposed to prevent the possible spread of the communicable disease. Quarantine may be voluntary or compelled by federal, state, or local public health order.

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2. GENERAL GUIDELINES

- a. Keep the workplace healthy.
 - i. 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.
 - 1. Supervisor must relay report to HR immediately.
 - 2. All confirmed cases must be reported to HR
 - a. Please use Covid@PalmerTrucks.com email to report and log all cases.
 - 3. Employees who have confirmed cases must quarantine for a minimum of 10 days before being permitted back to a facility and before resuming in-person business activities. The employee must have improving symptoms and be fever free for 24 hours prior without the use of fever reducing drugs.
 - ii. Any employee who has been in close contact with a confirmed individual (confirmed exposure) must contact their immediate supervisor and Covid Response Team member before reporting to any work location.
 - 1. Each situation will be evaluated on a case-by-case basis and directives assigned by the Covid Response Team.
 - a. In general, confirmed exposure may result in a minimum of 5 day quarantine.
 - iii. All employees must monitor their health and refrain from entering the workplace prior to discussion with direct supervisor if they exhibit signs or symptoms of any illness.
 - 1. See **Appendix A**
 - 2. Questionnaire/Health assessment must be completed as required per Phase Protocol.
- b. Observe Social Distancing Guidelines.
 - i. Social Distancing, also called “physical distancing,” is defined by the CDC as keeping space between yourself and other people outside of your home.
 - 1. Stay at least 6 feet from other people
 - a. “Common” areas (customer access areas) where lines may form, tape markings on floor ensuring 6 foot spacing in queues.
 - 2. Limit gathering in groups if at all possible
 - a. Masks are advisable while in any group gathering
 - 3. Limit crowded places and mass gatherings if possible, or avoid altogether.
 - a. Masks are advisable at all times while in a group gathering
- c. Continue good housekeeping and hygiene measures.
 - i. Routinely disinfect work, common and high-traffic areas.
 - 1. See **Appendix B** for a detailed housekeeping checklist
 - 2. All areas that have constant or routine use should be cleaned and sanitized at least every 4 hours.
 - a. Example: Phones, door knobs, cash register, number pads, counters, Etc.
 - 3. All areas that a customer can access must be cleaned and sanitized, at minimum, once per shift.
 - 4. All employee only areas must be cleaned and sanitized, at minimum, daily.
 - ii. Ensure sufficient supply of hand soaps, sanitizers and disinfectants.
 - 1. Must be available for all customers and employees

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d. Face Masks

- i. As of January 1, 2022, and not until after 30 days (minimum), all Palmer Trucks employees will properly wear a mask while in enclosed spaces with others where a 15-foot radius cannot be achieved and while in any public spaces, regardless of vaccination status.
- ii. Current local and/or federal guidelines will exist as the base standard guidelines.
- iii. Are recommended for all customers & guests within Palmer Trucks facilities unless required by local government.
- iv. Must be worn by employees while conducting business at all off-site locations while indoors or enclosed spaces such as customer and vendor buildings.
- v. Are to be made readily available for use within all Palmer Trucks facilities.

e. Physical Barriers

- i. Plexiglas and/or physical barriers shall remain in place, or be installed, where physical distancing cannot be maintained and/or there is concern of possible contact with airborne respiratory droplets.
 1. OSHA: Installing Barriers Where Physical Distancing Cannot Be Maintained (*Protecting Workers, 01/29/21*)
 - a. At fixed workstations where workers are not able to remain at least 6 feet away from other people, transparent shields or other solid barriers (e.g., plexiglass, flexible strip curtains) should be installed to separate workers from other people.
 - i. The barriers should block face-to-face pathways between individuals in order to prevent direct transmission of respiratory droplets. The posture (sitting or standing) of users should be considered when designing and installing barriers.
 - ii. Where an opening in the barrier is necessary to permit the transfer of items, the opening should be as small as possible.
 - iii. Barriers do not replace the need for physical distancing – 6 feet of separation should be maintained between individuals whenever possible.

f. Vaccinations

- i. Whereas vaccinations are encouraged by Palmer Trucks, they are not a mandatory job requirement.
- ii. Vaccination and/or booster status may be inquired upon by Palmer Trucks HR as required by Federal or Local Governing bodies
 1. Status information will be stored securely within payroll system
- iii. Testing may be required and/or requested as needed by Palmer Trucks HR/Covid Response Team

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g. Transfer and Chase Car Drivers

- i. All drivers must complete a drug test prior to returning to employment duties if absent for more than 30 consecutive days.
- ii. All must comply with established company, CDC, governmental and/or local ordinances in relation to COVID-19 response plans.
- iii. Use of Palmer Truck Transfer Driver must meet the following guidelines and subject to current Palmer Truck Phase Protocol:
 1. Transfer should take place within Palmer Trucks AOR or to/from Chillicothe, Ohio only
 2. Use of local driving company or tow company should be explored and utilized if economically appropriate
 3. Unit to be transferred must be ready for travel and communicated (see below for detailed process)
 4. All unit transfer requests should be made through Palmer Trucks Driver Coordinator.
- iv. Unit Prep/Pick-up Procedures:
 1. Unit may be staged in lot for ease of access while keeping social distance.
 2. Unit must have sufficient fuel level to travel trips entirety.
 3. Unit must be verified to be in sound, working order and is safe to travel distance without fear of impairment.
 4. If chase car is needed, all passengers are required to follow Palmer Trucks current guidelines for masking, as well as proper hygiene and disinfecting techniques. (Maintain social distancing as much as possible)
- v. Unit Drop-off Procedures:
 1. Park unit in safe, pre-determined location.
 2. Leave key(s) and any necessary items in unit or at reception/safe area (pre-determined communicated area).
 3. Confirm completion of task.
- vi. Submit all paperwork for payroll at pre-determines safe area.

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3. PHASE PROTOCOL:

- a. The following protocol initiated November 23, 2020, and revised January 2022, may be utilized at any point deemed necessary by Palmer Trucks Covid Response Team. This document may be amended at any time to maintain accuracy with current research and recommendations.
- b. 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).
- c. Phases are determined by any of the following factors:
 - i. Available employees
 - ii. Local government/official regulations/laws.
 - iii. More than 2 positive cases within the same location in a 7 day period.
 - iv. Increased local risk and/or internal trends increasing.
 - v. As deemed necessary by Palmer Trucks Senior Management.
- d. Assessment of phases:
 - i. 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 and Covid Response Team.
- e. **PHASE 0.5:**
 - i. All employee's will monitor their own health and report any illness, and/or Symptoms of any illness to immediate supervisor before reporting to work location.
 1. All personnel reporting to a work location shall be free of any illness
 - a. May be acceptable after careful consultation between Branch Manager and Palmer Trucks Covid Response Team.
 - ii. Unless prevailing ordinances and/or mandates apply, employees are strongly encouraged to wear face masks when unable to socially distance.
 - iii. Meetings and/or gatherings may take place but are encouraged to maintain safe distancing, recommend wearing masks, and observe time limits to keep gatherings as brief as possible.
 - iv. All surfaces, work areas, and public access areas should be routinely cleaned and sanitized, as well as continually stocked with applicable sanitation products.
 - v. Curbside service should be communicated and encouraged at all locations.
- f. **PHASE 1:**
 - i. Health assessment must be performed prior to each shift.
 - a. Must report any discrepancies and/or grievances.
 - b. **Appendix F** may be used as guidance for health assessment
 - ii. 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.
 - iii. Social Distance meetings
 1. Social distance is defined as 6ft or greater between persons
 - iv. No large group gatherings
 - v. Employees should attempt to separate there work environments from others as much as possible.
 - vi. No lunch "buddies" - do not travel together
 1. Maintain social distance
 - vii. Curbside service should be offered and preferred at all locations

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g. PHASE 2:

Everything within Phase 1 applies (if not superseded here) as well as:

- i. Limit travel to necessity only (including between locations)
- ii. No car-pooling; employees should not ride in the same vehicle at any point.
- iii. Any delivery should be no-contact
- iv. 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.
- v. Driver lounges/public spaces limited to no more than 2 persons at a time; no overnight guests.
- vi. **Work from Home -Could and Coverage** [Covid Work Groups](#)

h. PHASE 3:

Everything within Phase 1& 2 applies (if not superseded here) as well as:

- i. No customers in buildings
- ii. All delivery is no-contact
- iii. No sales calls unless required/(local government)
- iv. No travel (including between locations)
- v. Work from Home **Who Can, Must** [Covid Work Groups](#)
- vi. Postpone any pending new hires.

i. PHASE 4:

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

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4. EMPLOYEE BENEFITS AND COMPENSATION

- a. Confirmation of a positive test result may warrant up to 10 days paid time off at employee's regular rate of pay, with no overtime benefit.
 - i. Must submit positive test result to Human Resources via COVID@PalmerTrucks.com
 - ii. Manager must note on employee timecard "Covid Positive" and load ad Rest&Rec pay rate.
- b. Pay Options: The succeeding pay options (Line c.) shall be offered if an employee:
 - i. Has direct exposure (Direct contact)
 - ii. Has symptoms
 - iii. Tests positive
 - iv. Quarantine or Isolation by reason of health department, government direction, and/or Palmer Trucks.
- c. If an employee MUST quarantine, they shall be offered the following for compensation during this time:
 - i. Vacation/personal days will be used first
 - ii. Training package (if applicable) May be offered
 - iii. WFH if applicable
 - iv. May be excused absents if employee wishes – only for 14 consecutive day period.
- d. **Confirmed positive result must be received**
 - i. Further guidance will be communicated on per/case basis.

5. EMPLOYEE HEALTH AND WELLNESS:

- a. Numerous health and wellness resources are available and can be found through the following methods:
 - i. <https://www.palmertrucks.me/virus>
 - ii. COVID@palmertrucks.com
 - iii. <https://mybensite.com/palmertrucks/>

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Resources:

- Virus Communication and Insurance Resources: <http://palmertrucks.me/virus/>
- CDC Website: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- CDC Guidelines on Worker Safety and Support: <https://www.cdc.gov/coronavirus/2019-ncov/community/worker-safety-support/>
- CDC Guidelines for Long-Haul Truck Drivers: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/long-haul-trucking.html>
- White House 'Opening Up America Again' guidelines: <https://www.whitehouse.gov/openingamerica/>
- CDC latest research: <https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research.html>
- Find a testing site: <https://www.hhs.gov/coronavirus/community-based-testing-sites/index.html#in>
- Definitions: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#Key-Terms>
- Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace, 01/29/21 <https://www.osha.gov/coronavirus/safework>

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Appendix:



Self-Reporting Wellness Check

I verify that I have taken my own temperature within an hour of reporting for my shift and have confirmed it is under 100.5° Fahrenheit.

Have you had any of the following symptoms on your last day of work or the last time you were physically at a Palmer Trucks location?

Yes	No	Criteria
		Fever of 100.5° Fahrenheit or higher?
		A new cough?
		Shortness of breath or difficulty breathing?
		Sore throat?
		New muscle aches or headaches?
		Gastrointestinal system (i.e. diarrhea, vomiting, etc.)?
		Chills or repeated shaking with chills?
		New loss of taste or smell?
		Is there anyone in your household who is ill or have been diagnosed with COVID-19?
		Have you been in contact with anyone who is ill, shown symptoms, or diagnosed with COVID-19?

If you answered “Yes” to any of the questions above, do not report to work and contact your immediate supervisor. Wait for further instruction from your supervisor and/or HR.



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B.) DAILY CHECKLIST OF REQUIREMENTS (*Review Daily*):

EVERY 4 HOURS:

- Clean and sanitize all high traffic areas prioritizing areas that customers have access
 - a. All areas that have constant or routine use should be cleaned and sanitized at least every 4 hours.
 - i. Example: Phones, door knobs, cash register, number pads, counters, Etc.

ONCE PER SHIFT

- All non-high traffic areas that a customer can access must be cleaned and sanitized once per shift, at minimum.
- Ensure sufficient supply of hand soaps, sanitizers and disinfectants.
 - a. Must be available for all customers and employees.

DAILY (*per shift*)

- All employee only areas must be cleaned and sanitized, at minimum, daily.
- Ensure 6ft space markings are present on floor (to aid in social distancing).
- Ensure signage remains on doors and throughout to promote a safe and healthy environment.

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C.) KPA Recommendations Checklist(s) (*Review Weekly*):

Signage

- Proper signs throughout your facility remind people to do their part to prevent the spread of viruses.
- Posted signage in entryways requesting those who have flu-like symptoms not to enter the facility.
- Post signage displaying proper hand washing techniques near all hand washing stations.

Work Area

- Sanitary work areas and surfaces help protect people's health.
- Hand washing facilities are conveniently located within work areas or antibacterial products are available.
- Prevention supplies, such as disposable face masks, tissues, soap, etc., are available.
- You or someone else has reviewed cleaning measures to ensure that high-risk contact areas and touch points are regularly disinfected.
- The work area is properly ventilated.
 - Ventilation devices are clear of dust/cobwebs.

Communication

- Employees know how to report concerns with cleanliness and obtain additional cleaning.
- Employees have been given accurate information about ways to prevent the spread of infection.

Symptoms & Risk Factors

- Do not have flu symptoms, such as headache, sore throat, cough or fever.
- No one in your home has traveled overseas in the past 2 weeks.
- Have not had contact with anyone currently displaying COVID-19 symptoms or who tested positive.
- Members of your household are self-isolating.

Everyday Preventative Actions

- Everyone washes their hands frequently.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze into a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

Actions - *Certain behaviors and practices can keep you and others safe.*

- You agree to stay home from work and any other activities if you become sick with COVID-19 symptoms, which may include fever, cough, or difficulty breathing.
- You keep away from others who are sick.
- You limit close contact with others as much as possible (6 feet of separation is recommended).
- You'll continue to practice everyday preventive actions (even after COVID-19 declines).
- Take care of your own and your family members' emotional health.
- Remain informed about your local COVID-19 situation. Get up-to-date information from credible sources (i.e., public health officials).

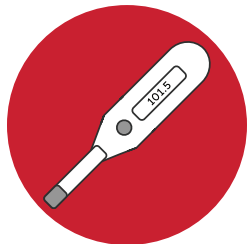
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COVID-19 EMPLOYEE QUESTIONNAIRE

This wellness questionnaire **must** be completed and submitted to your immediate manager prior to reporting to your work location each day.

DATE: _____

NAME: _____



DO YOU HAVE A FEVER?

YES

NO



ARE YOU CURRENTLY EXPERIENCING COLD OR FLU-LIKE SYMPTOMS?

YES

NO



DO YOU FEEL SICK?

YES

NO

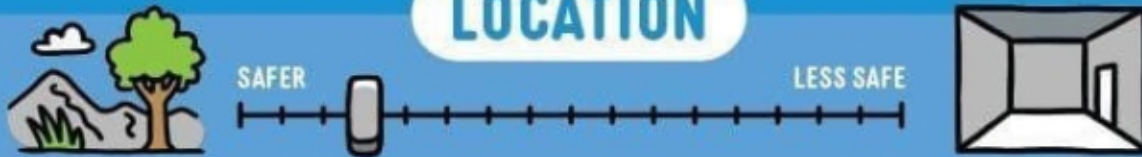
If you answered yes to any of the above questions, **DO NOT** report to your work location. Contact your respective manager immediately.

Management: It is your responsibility to see that all of these forms are accounted for, for all salary personnel daily. You **MUST** report any discrepancies to HR immediately.

3 FACTORS TO HELP YOU MAKE SAFER CHOICES

WHEN YOU'RE IN AN AREA OF WIDESPREAD COVID-19 TRANSMISSION

LOCATION



Open air spaces safer than enclosed spaces

PROXIMITY



Farther away from others safer than close together

TIME



Shorter time periods with others are safer

REMEMBER, IT'S ALWAYS SAFER TO:



KNOW YOUR RISK.
LOWER YOUR RISK.



World Health Organization

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January 1, 2022

F.) What to Do: Testing and Quarantine

1. If you are experiencing any symptoms – **DO NOT** report to your work location and call your supervisor and/or HR/Covid Response Team.
2. If you have received a Covid test – **DO NOT** report to your work location until at least those results are known.
 - a. Keep in mind, testing is capturing that point in time, you still may become positive in the days following the test.
3. If you have been notified that you are a close contact - **DO NOT** report to your work location and call your supervisor or HR/Covid Response Team.
 - a. If you are already at your work location, notify your supervisor or HR and leave as soon as safe to do so.
4. Communicate all positive test results, employees awaiting test results, and positive contacts to Covid@Palmertrucks.com, as well as any other covid related communications.
 - a. When reporting positive test results, please be sure to include the following:
 - i. Date last reported to work location
 - ii. Test date
 - iii. Copy of positive results
 - iv. Any known possible exposures
 - v. Any Covid vaccine/booster status you are willing to provide.
 - b. Someone may ask follow-up questions as each scenario has varying factors to address; these may include if they have recently recovered from Covid or recently been in quarantine.
5. An employee may return to work after receiving a **positive Covid test result** by satisfying **ALL** of the following requirements:
 - a. Quarantine for a minimum of 5 days from date of positive test result.
 - b. Wear sufficient mask properly for no less than 10 days from date of positive test result.
 - c. Significantly improving symptoms.
 - d. Fever free for 24 hours prior without the use of fever reducing medication.
6. An employee may return to work after a **positive direct contact** (last known date of contact is used for guidance) by satisfying **ANY** of the following requirements:
 - a. Quarantine for a minimum of 5 days with a negative test result from a test administered on day 5 from exposure and no symptoms develop and wear a sufficient mask properly for no less than 10 days from last known date of positive contact.
 - b. Quarantine for a minimum of 5 days without testing and wear sufficient mask properly for no less than 10 days from last known date of positive contact as long as no symptoms develop.
 - c. Anyone who has received a Covid booster, within 6 months of their 2nd Covid mRNA dose, or within 2 months of receiving the J&J vaccine, may be eligible to skip quarantine but must strictly wear a properly fitted face mask at all times. (Covid response team will advise.)
 - d. Other circumstances such as recently recovered individuals may result in adjusted return to work times – permission will be granted on case-by-case basis through Covid@PalmerTrucks.com team.

**An employee does not necessarily need a negative test result to return to work if all the preceding were attained unless specifically requested from management.*



CORPORATE HEADQUARTERS

9704 E. 30th Street Indianapolis, Indiana 46229

Appendix: G

To: All Palmer Trucks Employees

From: The HR Team

RE: Updated CDC Quarantine Guidelines

Monday, January 3, 2022

Due to the latest surge and newly established data, the CDC has updated its recommendation for quarantine for any positive result or close contact. The following will be Palmer Trucks guidelines as of January 1, 2022, until further notice.

General precautions:

- As of this date and not until after January 31, 2022, all Palmer Trucks employees will properly wear a mask while in enclosed spaces with others where a 15-foot radius cannot be achieved and while in any public spaces (unless positive or exposed which is outlined below), regardless of vaccination status.
- No one shall report to any work location if they exhibit any symptoms of an illness until a manager discusses with a member of the Covid Response Team. (Covid@Palmertrucks.com)
- Retain all general safety and cleaning practices in affect from 2021.

If you are positive with Covid:

- The recommended time for isolation is 5 days, **if no symptoms are present**, followed by 5 days of wearing a mask when around others. (Day of positive test result will mark start date)
- If you **have symptoms and/or have a fever**, remain in isolation until 10 days' time or 24 hours after resolution of fever without the aid of fever reducing medication.

If you have been in close contact with a Covid positive individual:

- The recommended quarantine period for **people who are unvaccinated or are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and not yet boosted**, CDC now recommends quarantine for 5 days followed by strict mask use for an additional 5 days. (Date of confirmed positive exposure will mark start date)
 - Alternatively, if a 5-day quarantine is not feasible, it is imperative that an exposed person [wear a well-fitting mask](#) at all times when around others for 10 days after exposure.
- Individuals who have received their booster shot do not need to quarantine following an exposure but should wear a mask at all times for 10 days after the exposure.
- For all those exposed, best practice would also include a **test for SARS-CoV-2 at day 5 after exposure**.
- If symptoms occur, individuals should immediately quarantine until a negative test confirms symptoms are not attributable to COVID-19.

