

Fleet Truck & Refrigeration Service Inc. 3-20-2020
549 Rt 202
Greene, Me 04236

Dear valued customer,

As a service provider for industries that supply vital services in our communities such as, Communications, Phone and Internet, First Responders, Municipalities, Financial Support and Secured Logistics, Power and Energy Suppliers as well as Food Distribution companies. Fleet Truck plans to keep our facility open and operational as long as possible. Our hours of operation are as follows, 6:30 Am to Midnight, Monday thru Thursday, Friday, 6:30 Am to 4:00 Pm. However we will be limiting outside access to our building. All work should be requested and scheduled via telephone or e mail prior to arrival and keys may be either, left in the vehicle or placed in our key drop box outside the main office. There is also a provision for hand written work requested descriptions in the key drop box.

As for our internal efforts, we will be limiting our first and second shift overlap to the absolute minimum to avoid any exposure between the two and to maintain distancing for our technicians therefore there will be a short period of minimum staff at 3Pm. We will be keeping our ventilation systems running as much as possible. Gloves will be worn when at all possible in the vehicles. Handles, levers, knobs and steering wheels will be wiped down as well. Employees have been directed to avoid shaking hands, washing hands frequently, cough into your elbow, don't touch your face, stay more than 3 feet apart. Any employee who is sick or has a sick family member has been directed to stay home and contact their medical provider.

Our support staff will be doing multiple wipe downs of all common areas and devices throughout the day. Mobile service will likely not be available during this time.

As always, our goal will be to get your vehicle back to work safely and quickly as possible. Working together during these challenging times is extremely important. If you have any questions or concerns regarding these policies, please feel free to contact me. Thank you for entrusting us with the maintenance and repairs of your vehicles and equipment.

Regards:

Paul L Savard, President

Fleet Truck & Refrigeration Service Inc.

psavard@fleettruckrepair.com

207-946-7100