



312-CHI-CAGO

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## Chicago Office Movers Preventative Measures RE: COVID-19:

We have actively been communicating with our employees to keep them up to date on the COVID-19 situation and our work environment.

Our communications include:

- Dispatch/Operations having face to face communications regarding daily updates.
- The daily call in number for all movers and drivers has been updated with the message “If you are experiencing any symptoms of respiratory illness, please contact us and plan to stay home from work”.
- Email and Text updates to employees regarding any important update information regarding best practices and company process changes for COVID-19.
- Paper copy of all updates will be included in paycheck stubs starting 3-20-2020.
- All updates and COVID-19 Best Practices are posted in the Dispatch area.

Our Procedures with clients include:

- Daily confirmation calls to all jobs which include the following statement, **“If anyone in your office or household has any respiratory illness, we ask that you please reschedule your appointment for a future date.”**
- The above confirmation call informs them of the email they will receive as well. (See attached email)

Our Procedures with employees include:

- Continued updates and information
- Trucks and equipment sterilized after each job
- Understanding that legitimate sick time off is expected and will not be disciplined.

**ChicagoOfficeMovers.com**

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1717 Tonne Road, Elk Grove Village, IL 60007

US DOT# 2889377 ILCC MC #216511



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Confirmation Email to clients:

## Your upcoming move – COVID-19

**Dear Chicago Office Movers Client,**

Chicago Office Movers (COM) continues to assess the COVID-19 situation and we are working to ensure the safety of everyone. COM is monitoring all new information regarding the virus from the Illinois Department of Transportation, the Illinois Emergency Management Agency, the Center for Disease Control and more.

### **Concerning Chicago Office Movers Booked Client Moves:**

At this time COM does not have any plan to postpone current booked moves and we will continue operations while monitoring the ongoing situation on a day to day basis.

We take this situation very seriously and plan to continue our present processes in which we clean and sterilize moving equipment after every job. We are restricting all sick employees from working and are asking all clients to let us know if they are sick before we enter their homes or offices to protect all parties.

At this time, recommendations from state and federal health officials are focused on limiting international travel and on limiting gatherings in the immediate future.

### **To assist our clients, please see the following resources:**

- [Centers for Disease Control COVID-19 Website](#)
- [CDC Workplace, School, and Home Guidance](#)
- [Illinois Department of Public Health COVID-19 Website](#)
- IDPH COVID-19 Hotline: 1-800-889-3931
- CDC Print Materials: <https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>
- World Health Organization <https://www.who.int/>

**If anyone in your office or household has any respiratory illness, we ask that you please reschedule your appointment for a future date.**

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