

Sales Team Travel Guidelines as of 7/22/2020

- Request for travel must be made in writing using the form on the next page and submitted to VP of Sales for approval, prior to organizing any such visits.
 1. Requests should include the following:
 - List of customers/agents you plan on visiting
 - Purpose of visit at each location (i.e. new product review)
 - Number days required for the trip
 - Logistics plan for travel (i.e. you are driving there, flying and driving etc.)

- Pre-Requisites prior to making a request for travel:
 1. The state and/or county each visit is located must not be under any travel or shelter in place restrictions. Must be open for business in some capacity.
 2. You must be invited by each customer/agent, no knocking on doors and showing up without an invitation.
 3. Review the CDC's list of "[People Who Are at Increased Risk for Severe Illness – Older Adults & People with Underlying Medical Conditions](#)". Please notify Human Resources if you are at increased risk of severe illness from COVID-19 as this will be reviewed and considered before approving travel requests.

- If approved:
 1. You must adhere to all safety protocols laid out by the State, County, Municipality, and/or customer/agent. (i.e. wearing a mask, wearing gloves, social distancing, etc.)
 2. If you feel you've contracted COVID while on your trip:
 - Quarantine yourself from others
 - Seek medical attention if symptoms are severe
 - Contact HR Immediately 321.275-2032| X 133

