



## **Ground Travel Specialist, Inc.**

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Dear Associates,

Ground Travel Specialist would like to reach out regarding COVID 19. We are monitoring this closely as situation develops, carefully considering guidance from the World Health Organization (WHO), Centers for Disease Control and Prevention (CDC), and US Department of State (DOS)

Ground Travel Specialist and its staff are taking the necessary steps to ensure our clients have a safe and happy trip. You will find below some helpful information as well as the procedures our drivers have and will continue to follow

### **THE CORONAVIRUS IS SPREAD BY**

According to the CDC, coronaviruses and influenza are most commonly spread from an infected person to others by:

- **Coughing and sneezing openly in the air**
- **Close contact (touching or shaking hands)**
- **Touching a surface that has the virus on it, then touching your mouth, nose or eyes before washing your hands**

### **CLEANING AND PROCEEDURES TO HELP MINIMIZE THE SPREAD**

The vehicles have Lysol Disinfectant and hand-sanitizer wipes at all times for the driver and passengers to use. Vehicles are being cleaned and sanitized before leaving the yard, frequently during trips, and upon arrival after trips. We also sanitize commonly touched objects with soap and water and/or alcohol-based cleaners, including:

- **Handrails**
- **Arm Rests & Head Rests**
- **Steering Wheel**
- **Dash Area**
- **Windows/Windowsills**
- **Interior & Exterior Luggage Racks/Bays**
- **Restroom Handles & Handrails**

If you have any questions regarding our company policy or the steps we are taking, feel free to reach out

Thank you