

Erica Krauss

From: Tom Kowalski <tkowalski@suttontrans.com>
Sent: Monday, March 16, 2020 1:19 PM
To: Logistics
Subject: Covid-19 Impacts - from our President



David,

Sutton Transport, Inc. is continuing to navigate the progression of COVID-19 and the impacts it is creating for our customers, employees, and the transportation services we provide. We are constantly following developments and advisories from the Center for Disease Control and Prevention (CDC) as well as local and state authorities.

It is without question that our top priority is the safety and well being of our families, employees, and customers. We will not marginalize any of these concerns as we continue to push forward through this rapidly changing environment.

We are committed to our continued operations as we weigh concerns from our employees and customers. This is the driving reason we are working across all departments – Customer Service, Sales, IT and more – ensuring the ability to provide the excellent customer service you are accustomed to. We understand our customer's concerns and invite you to contact your sales representative should you have any questions.

Our staff is taking necessary precautions to avoid any potential spread of COVID-19 and have communicated to all our employees across our network of terminals and offices, advising them of the following:

- **Hygiene** – We continue to stress the importance of good health and hygiene to all employees.
- **Facilities** – We are cleaning and sanitizing all our facilities, concentrating on high-touch surfaces including doorknobs, light switches, and faucets.
- **Social Distancing** – We are utilizing technology to have meetings, conversations, and communications internally and with our customers.
- **Travel** – All non-essential business travel has ceased. We are still having customer meetings. If you have a policy in place that does not allow for outside face to face meetings, please contact your sales representative so we can accommodate.
- **Attendance** - We are asking any employees who feel sick to stay home to prevent any potential spread of COVID-19.

We assure you that we are taking necessary precautions to avoid the potential spread of COVID-19 while we continue to provide you with the best possible customer service the industry has to offer. As this situation evolves, we will continue to communicate with you on a regular basis. Please pass along any communications regarding your business as we work through this together. We are very interested in our customer's success and look to continue our partnership as this situation evolves. Thank you for your continued business and for trusting us with your transportation needs.

Thank you,



Cliff Sutton

President, Sutton Transport, Inc.

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