

Covid-19 Response & General Guidelines Management

(rev. April 1, 2020)



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REVIEW ITEMS

RAPID RESPONSE

CALL RECEIVED FROM WORKER CONFIRMING

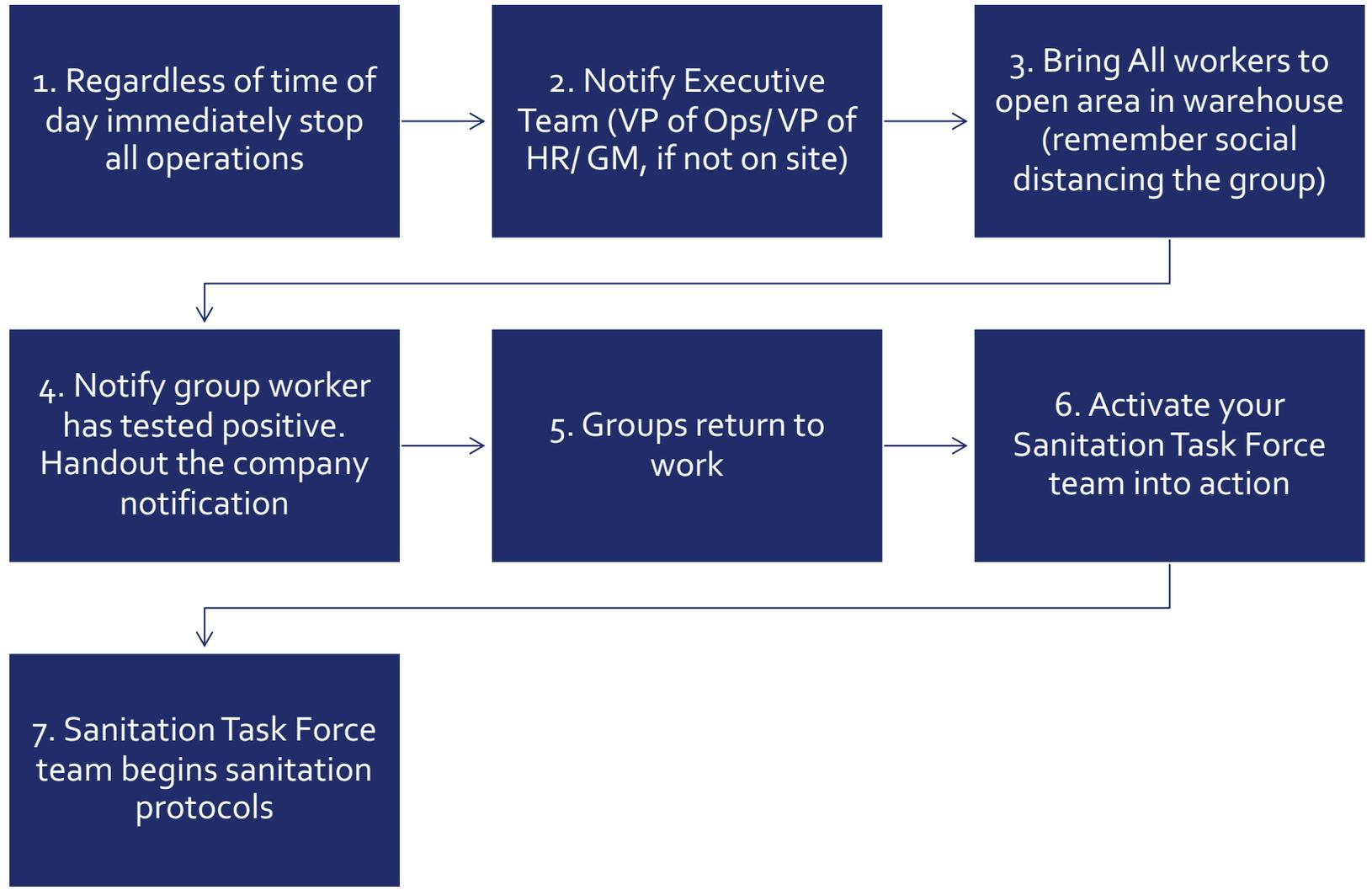
POSITIVE DIAGNOSIS

- Positive Covid-19 Call Received
- Rapid Response Action Items
- Sanitation Crew Task Force - Site Level Engaged
- Everyday Cleaning Process Continued
- Social Distancing –EVERYDAY
- Management Response – Rapid Response



RAPID RESPONSE

Positive Covid-19 Call



Sanitation Task Force Site Team



1. Identify Team – 2 to 8 Volunteers (FTE)

- Must commit to 5 or more emergency sanitation cleanings
- Volunteers will receive 5 PTO days at the end of the 5 rotations with eligibility to roll over time into 2021 if needed
- If unable to complete rotation due to personal reasons (decides not to participate/ not at work) will forfeit 5 PTO days
- If unable to complete rotation due to personal reasons (out sick) will forfeit 3 PTO days. Upon return and completion of rotation will earn all 5 PTO days



2. Team members will learn proper cleaning procedures

See link to CDC (Center for Disease Control) guidelines

- <https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>



3. Sanitation Guidelines at a Glance

Team will receive the following PPE items to protect themselves

- Gloves
- Mask
- Goggles
- Painters Suit (If available)
- All necessary cleaning products
- Clear direction of items to be sanitized

Required Preventative Measures



All associates are required to sanitizing all surfaces

See attached link of CDC Guidelines



All associates are required to wash hands or use hand sanitizer, assign management member to ask these questions

At the start of their shift
After any break/lunch
After each restroom use
Before and after each meeting
After coughing/sneezing and blowing nose
Wash with water and soap for a minimum of 20 seconds (repeat the alphabet 2x)
Use hand sanitizer with a minimum of 60-70% alcohol – apply liberally and rub onto all surfaces until your hands are dry



ALL warehouse workers will follow sanitation guidelines when cleaning MHE and general areas several times a day. Assign management member to observe and discuss.



ALL sanitation crews are required to follow sanitation guidelines when cleaning areas of the facility. Assign management member to observe and discuss.



1. Management Greets Workers at Entrances/ Exits

Keep door open (eliminates multiple hands on the handle)
Wait minimum 10 minutes after start/end of shift to close the door
Do not leave post at any time



2. Tape (Red/Blue) high traffic areas on floors (Social Distancing)

Tape 6 ft. parameter around:

- Time Clocks
- Vending Machines
- Lockers
- Water Coolers
- Refrigerators/ Microwave Oven areas



3. Social Distancing Lunch Room Requirements

Take out chairs and insure minimum 6 ft. per person. Mark with tape 6 ft distance on tables
Encourage workers to eat lunch in their cars (not required) if not possible see above for lunch room social distancing
Break down lunches/ breaks to no more than 15 workers per schedule (if possible)

New World
New Daily
Requirements

Until further
notice



Warehouse Cleaning Requirement Everyday

All necessary cleaning supplies PPE will be provided

If you have a sensitivity to any cleaning products notify your General Manager before you start to clean.

- **Warehouse personnel**
 - At the **start** and **end** of each shift, **after break**, and **before lunch**
 - Wipe down RF unit, radio and MHE
- **Office/Leadership personnel**
 - Before lunch
 - Wipe down office, breakroom and bathroom areas
 - Conference room after every meeting – senior leader and scheduler of meeting
 - Hard surfaces – desks, tables, chairs
 - Electronics – keyboards, mouse, phones
 - Doorknobs
 - Light switches
 - **Before** and **After** each use- wipe all surfaces
 - Breakroom
 - Office area



Office Cleaning Requirement Everyday

Before lunch every day

- Clean offices/cubicles and desks
- Hard surfaces – desks, tables, chairs
- Electronics – keyboards, mouse, phones
- Doorknobs
- Light switches

Before and After each use- wipe all surfaces

- Lunch room (area where you sat and ate)
- Meeting Spaces
- Office/cubicle area

Last 15 minutes of each day

- Clean community areas (reception areas, sitting areas)
- Hard surfaces – desks, tables, chairs
- Electronics – keyboards, mouse, phones
- Doorknobs
- Light switches



Proactive Measures



The Shippers Group takes the health and welfare of our associates very seriously. In addition, our customers rely on us to safeguard their products and goods to insure once transported to the final destination the product is safe for the general public.



The measures outlined in this presentation provide a guide and commitment to all workers, visitors, customer product and the general public.



We believe all documents are organic and continue to grow and change with fresh updated information. The Shippers Group will continue to monitor the CDC and WHO for daily updates and will notify all workers, visitors, and customers of changing guidelines.

Final Thoughts



1. Assign management members to walk the facility and enforce social distancing.
2. Determine if bathrooms are too full, and implement maximum occupancy (this may require additional breaks)
3. You may ask someone IN PRIVATE if they are not feeling well.
4. You may TAKE SOMEONE'S TEMPERATURE if a need arises. IN PRIVATE ask if you may take their temperature. IF THEY REFUSE, SEND HOME IMMEDIATELY FOR 14 DAYS, notify HR.
5. Be Smart. If someone brings a doctors note indicating an illness other than flu like symptoms (High Blood Pressure/ Diabetes/ Irritable Bowel Syndrome, etc.) notify HR for final recommendation to return.