



To: All Warehouse and Delivery Personnel

From: Patty Dopkin, HR Manager

Date: March 16, 2020

Re: Minimizing Direct Contact in Light of COVID-19

You will be receiving a series of messages that will provide you with information regarding the COVID-19 situation. Our primary goal is to ensure the safety and health of everyone. This includes your financial health, so we are making every effort possible to find ways for employees to work while still maintaining safe practices. If you have any questions, at any time, please feel free to reach out to me.

Regarding minimizing transmission:

1. All employees are instructed to stay home if they are sick
2. If an employee or someone in their household is diagnosed with COVID-19, you must contact your Manager/Supervisor/HR and follow recommended quarantine protocols.
3. Employees are instructed to follow these recommended hygiene practices:
 - a. Wash hands frequently for at least 20 seconds with soap and warm/hot water.
 - b. Refrain from touching your face. Use a tissue if you need to touch it and place the tissue in a lined trash receptacle immediately following use.
 - c. We will be supplying trucks with spray bottles of sanitizer and paper towels.
 - d. You will be supplied with gloves to wear. Remember that these must be removed if you need to touch your face!
 - e. Wipe your electronics on a frequent basis, including laptops, iPads and phones using the following method.
 - i. Wring out a cleaning wipe PRIOR to using on your electronics.
 - ii. If no wipes are available, spray cleaner onto a paper towel so that it is not too wet and utilize the paper towel on the electronics.
 - iii. NEVER spray cleaner directly onto the electronics.
4. Whenever possible, maintain a 6-foot buffer between you and other employees or customers.
5. Helpers will only be utilized on a minimal basis until further notice.
6. Refer to the CDC hygiene recommendations posted throughout the buildings and attached.
7. All employees are being asked about travel plans during any upcoming vacations to ensure safety upon their return.

I want to thank all of you for your patience and understanding as we navigate these unknown waters. We will make it through this together as the strong team that we are.