



## COVID-19 SOP

Distribution Management is committed to the health and safety of all employees. Given the uncertainty surrounding COVID-19, we are committed to continue making adjustments to our procedures as we learn more. We continue to explore even more preventative measures to support the health and safety of our distribution center employees who are providing a critical service to our business and clients. We have increased the frequency and intensity of cleaning and sanitizing at all distribution centers, including door handles, time clocks, scanners, keypads and other frequently touched items and areas.

### THERMOMETERS

On or before April 15, all distribution centers will have thermometers available for any employee wanting a temperature check. Some people infected with the virus have no symptoms. When the virus does cause symptoms, common ones include fever.

- A mask is required for any personnel administering temperature checks.
- Anyone registering a temperature over the CDC-recommended 100.4°F will be required to go home and to contact their primary healthcare provider.

### PERSONAL PROTECTIVE EQUIPMENT

Disinfectant wipes, hand sanitizer and soap are already standard inside our distribution centers, and our teams have worked tirelessly to create new sources of supply to keep these critical items flowing.

- **Mask** - Starting on or before April 15, mask wearing will be mandatory. DM will provide each employee one washable mask. It is your responsibility to make sure you have your mask with you at all times. If you forget your mask you will not be allowed on the premises.
- **Gloves** - Gloves are available but please remember wearing gloves can promote a false sense of security. Because COVID-19 adheres well to latex and other types of gloves, if you touch your face at any point, you've still potentially exposed yourself and/or others.

### SANITIZATION PROCEDURES

#### HANDWASHING

- Use warm water, apply soap and lather for at least 20 seconds and rinse. Use single-use paper towels to dry hands and use a paper towel to turn off the water faucet.
- Wash hands frequently including:
  - After using the restroom
  - Before and after eating
  - After touching shared equipment, touching face, cellphone or personal items
  - After sneezing, coughing or blowing nose



### **PERSONAL HYGIENE AND SOCIAL DISTANCING**

Maintaining social distancing in the absence of effective hygiene practices may not prevent the spread of this virus. All employees should be vigilant in their hygiene practices, including frequent and proper hand-washing and routine cleaning and sanitizing of all surfaces.

- Place hand sanitizer at every point of entry/exit and direct employees to use it before entering and leaving.
- Remain six feet or more away from others whenever possible. Do not shake hands or hug.
- Place colored tape markings on the floor in several six feet increments near areas where employees gather (ex. time clocks, restrooms, vending machines and other frequently used areas) to physically show appropriate distancing.
- Leave internal doors open wherever possible to limit touching doorknobs.
- No shift meetings are permitted. Communication must be delivered by posting notices at the time clocks or delivered to employees one-on-one while maintaining appropriate distancing.
- Move breakroom tables six feet apart from each other and remove extra chairs that do not allow for six feet of distance between employees.
  - Employees may use personal vehicles or outdoor areas for their breaks while maintaining social distancing.
- Avoid touching your face, eyes, nose or mouth.
- Cover coughs and sneezes with your elbow.
- Dispose of soiled paper towels or tissues immediately after use.

### **CLEANING AND SANITIZING**

Cleaning removes dirt and soiled residue while sanitizing kills germs remaining on surfaces. Both are required to effectively disinfect surfaces.

- Additional time needs to be allocated for cleaning and sanitization with greater and more frequent emphasis on commonly touched surfaces.
  - One to two employees should be dedicated to cleaning and sanitizing each distribution center during each shift (depending on the size of the building).
  - MSDS sheets for all cleaning and sanitization products should be maintained in the designated area within each distribution center.
  - Post the phone number for your outside cleaning agency in the Distribution Center Manager's office in case Managers or Supervisors are directed to call for support.
- Examples of high priority surfaces:
  - Restroom/locker room areas
  - Time clocks/door access badge panels/other keypads
  - Any shared electronic device/personal scanners/computers/telephones
  - Door handles/light switches/handrails
  - Forklifts/reach trucks/pallet jacks/robots/push carts
  - Shared equipment in all areas (ex. breakrooms, conference rooms, etc.)
  - Tables/chairs/floors/walls



**WHAT TO DO IF AN EMPLOYEE FEELS ILL AND/OR EXHIBITS SYMPTOMS (EX. FEVER, SHORTNESS OF BREATH, ETC.)?**

COVID-19 is known to be spread via respiratory droplets among close contacts, generally within six feet. Some evidence does suggest that the virus may live on surfaces for several hours to days depending upon the environment.

- If you have not already done so, send employee home.
- Contact your HRBP, Jessica Neill or Trudy Kaiser.
- Close off areas visited by the ill persons. Open outside doors and/or windows and use ventilating fans directed toward outside doors to increase air circulation in the area. Wait 24 hours, or as long as practical, before beginning cleaning and disinfection.
- The DC Manager will gather a list of who was in contact with the employee while symptomatic and in coordination with Human Resources will contact those employees while maintaining confidentiality.

**WHAT TO DO IF AN EMPLOYEE IS DIAGNOSED WITH COVID-19?**

Once an employee is diagnosed with COVID-19, priority is to prevent further spread to other individuals through person to person contact or through contaminated surfaces.

- If you have not already done so, send employee home.
- Contact your HRBP, Jessica Neill or Trudy Kaiser.
- Close off areas visited by the ill persons. Open outside doors and/or windows and use ventilating fans directed toward outside doors to increase air circulation in the area. Wait 24 hours, or as long as practical, before beginning cleaning and disinfection.
- The DC Manager will gather a list of who was in contact with the employee while symptomatic and in coordination with Human Resources will contact those employees while maintaining confidentiality.
- Employees that have been diagnosed with COVID-19 should follow instructions from their medical provider and the CDC's what to do if you are sick with coronavirus disease (COVID-19).
- Diagnosed employees will not be permitted to return to work without the appropriate paperwork including a medical release as required by the Distribution Management Human Resources Department.