

<p>1</p>	<p>LUNCHROOMS/BREAKROOMS:</p> <ul style="list-style-type: none"> <li>– Reduced the number of tables with, at least, 6-feet of separation. Placement is marked on the floor making it easy to verify the tables are in their assigned location.</li> <li>– Limited one chair per table.</li> <li>– Added a disinfecting station for employee use.</li> <li>– Added 6-foot separation lines in front of communal sink &amp; ice/water machine.</li> <li>– Added gloves and disinfectant wipes at water cooler for employees to use when touching controls and after usage.</li> <li>– Places instruction signage on lunch room etiquette &amp; the requirement to disinfect</li> <li>– Signage to encourage employees to not have any shareable food</li> </ul>
<p>2</p>	<p>POINTS OF ENTRY:</p> <ul style="list-style-type: none"> <li>– Information posters (3) on easels were placed along entry paths</li> <li>– 6-foot lines of separation added to aisleways</li> <li>– Added signs on the outer side panel of the door telling employees not to enter if they are sick, caring for someone who is sick or has come in contact with a person with COVID-19</li> <li>– Added signs on the outer side panel of the door expressing all visitors to wear facemasks, wash/disinfect hands and not enter if they are displaying symptoms or caring for someone who is sick</li> </ul>
<p>3</p>	<p>WASHROOMS:</p> <ul style="list-style-type: none"> <li>– Added signs on both sides of the doors reminding employees to wash their hands thoroughly</li> <li>– Added a step n’ Pull to the washroom doors</li> <li>– Added sign on inside of door instructing employees to use either their hand towel or the Step n’ Pull to open the door</li> <li>– Closed off sinks &amp; urinals to allow for 6-foot separation</li> <li>– Signage encouraging hallway usage being restricted to one person, or 6-foot distancing traveling in the same direction, &amp; no passing in the hallway</li> </ul>
<p>4</p>	<p>OFFICES:</p> <ul style="list-style-type: none"> <li>– All office doors are required to be left open unless confidentiality is required. Signs asking employees to communicate from the threshold were posted at each office.</li> <li>– Additionally, some offices have no-entry chains placed across the opening to help employees stay at the threshold</li> </ul>
<p>5</p>	<p>SHIPPING:</p> <ul style="list-style-type: none"> <li>– Provided a dispenser for single use pens. If a driver does not have a pen we give them one to use and keep.</li> <li>– Signage added explaining the restricted access.</li> <li>– Signage added only allowing one driver in the building at a time</li> </ul>

6	<p>CONFERENCE ROOM USAGE:</p> <ul style="list-style-type: none"> <li>– Reduced overall capacities of conference rooms to safely accommodate 6 feet of social distancing</li> <li>– Removed furniture to ensure 6 feet of social distancing</li> <li>– Instructed all meetings in conference rooms to take less than 1-hour</li> <li>– Encourage and require use of virtual meetings to accommodate more than room capacity</li> <li>– PPE usage is required for all meetings</li> <li>– Disinfect all surfaces within the meeting room prior to and after meeting is concluded</li> <li>– No shared food/drinks in the conference room</li> </ul>
7	<p>DISINFECTANT &amp; HAND SANITIZER:</p> <ul style="list-style-type: none"> <li>– Added (X) disinfectant stations throughout the facilities. These consist of numbered station bucket, nitrile gloves, disinfectant wipes, disinfectant spray, paper towels, and a laminated instruction sheet.</li> <li>– Added, where resources allowed, touchless hand sanitizing dispensers. “Hand Sanitizing Station” signs were added to these new locations for quick identification.</li> </ul>
8	<p>VARIOUS SIGNAGE:</p> <ul style="list-style-type: none"> <li>– In relevant places instructional signs or friendly reminders were posted. Such as, but not limited to: <ul style="list-style-type: none"> <li>• Reminder to disinfect high-touch items before/after touching (door knobs, light switches, etc...)</li> <li>• Reminders to wash hands before they eat or smoke</li> <li>• Reminders to disinfect work surfaces at the start of each shift</li> <li>• Reminders not to touch their face</li> <li>• Hygiene Do’s &amp; Don’ts</li> <li>• Face covering Do’s &amp; Don’ts</li> <li>• Encouraging the use of face coverings</li> <li>• Reminder to keep a 6-foot physical distance</li> <li>• Etc.</li> </ul> </li> <li>– Made available the CDC’s instruction on how to wear and make a homemade face covering</li> <li>– Added traffic cones, separated by 6-feet, along the employee entry to illustrate physical distancing</li> </ul>
9	<p>SMOKING:</p> <ul style="list-style-type: none"> <li>– Closed the smoking facility, building</li> </ul>
10	<p>Back to Work Packets:</p> <ul style="list-style-type: none"> <li>– Provided two (2) face coverings to each employee</li> <li>– Provided a cleaning instruction for those coverings</li> <li>– Included a how to use disinfectant handout</li> <li>– Included a return to work handout</li> <li>– Included a do’s and don’ts handout</li> <li>– Included, “Health Screening Checklist”</li> </ul>

**WORKING from HOME:**

- Those that can are working from home