



Covid19 Rapid Response (4.3.2020)
These guidelines are effective immediately

1. Create a Sanitation Task Force
 - 2 to 8 individuals (consider the size of your facility)
 - Train them on proper cleaning with the products available
 - Provide them with PPE (mask, goggles, painters suit)
 - Deploy in the event an associate reports they have tested positive
2. Notification of positive Covid19
 - Immediately contact VP/HR/President
 - Stop all production and bring associates into a meeting (remember social distancing)
 - Notify associates someone has tested positive and the sanitation task force has been engaged
 - All staff returns to work, while sanitation task force deep cleans
3. Temperature Checks
 - Certain locations, as required by specific customers, will begin daily temp checks with outside service
 - All other locations select an individual to perform temp checks, minimum 2 times a week for now (could change)
 - The test is a pass or fail at the entry point. If there are multiple entry points, the GM will plan for everyone to enter thru the same door or alternate days of the random test
 - If associate tests positive for high temp 99.6+, send home for 14 days and notify HR
4. Masks
 - Certain customers require mask use everyday
 - All other facilities, associates are recommended to wear masks if masks are available. Otherwise encourage use of bandana's or [homemade masks](#).
5. Social Distancing
 - With tape, mark off 6 ft. at water coolers, time clocks, microwaves, vending machines and any other area where people congregate
 - Lunch and Breaks – reduce numbers by scheduling different times or take this time away from work
 - Encourage individuals to eat outside or alone in their car



- Tables – 6 ft. no more than 2 people/ round 4ft. no more than 1 person
- Bathroom – no more than the number of stalls allowed

6. Hall monitors

- Each entrance should have a monitor that stands at the door with the door open (reduced contact with door handle) beginning/end of shift
- Lunch/breaks monitor will stay in the area and insure social distancing
- All management be aware of people gathering or standing too close to one another. Required to split up the group
- Ensure people are washing their hands by asking and reminding

7. Encourage “Snitching”

- Encourage all workers (Hourly/ Salary) to notify a member of management if anyone appears sick
- If a rumor is heard regarding someone being ill, immediately notify a member of management

8. Self Identify

- Self Identify Forms must be completed on site by all drivers coming onto the premise. Drivers are NOT allowed to loiter in our building and must stay in truck
- Anyone not feeling well at work is required to complete the proper paperwork and will be sent home for 14 days
 - *They do not have to bring a doctor’s note, this is optional
 - *They have the option to use their PTO, not required

9. MHE

- Require all workers who drive, ride, push/pull a piece of equipment to wipe down the surfaces (hand rails, guards, rf units, etc.) before and after their shift. (Recommend a monitor observes this practice)
- All associates are required to wipe down stations, RF guns, computers, tables, pens, mouse, keyboards, anything they touch during the day

10. Proper Sanitation Guidelines

- All hard surfaces (table, chairs, desks, lockers, light switches, door handles, etc.
- Before and after breaks/lunches wipe down all surfaces



- Entrances door handles wiped down several times a day (at least every 2 hours)