



# Cleaning & Sanitation Proactive Measures (Mar.2020)



# REVIEW ITEMS



WHY IS CLEANING  
IMPORTANT



WHAT IS COVID-  
19, AKA  
CORONAVIRUS



PREVENTION AND  
NOTIFICATION OF  
ILLNESS



PREVENTATIVE  
MEASURES ARE  
KEY



WAREHOUSE &  
OFFICE CLEANING  
EXPECTATIONS



PROACTIVE  
MEASURES



Q&A



# Why Cleaning is Important?



Cleaning and Sanitation is everyone's responsibility within The Shippers Warehouse facilities.




A clean work environment discourages the spread of disease.



A clean work environment promotes continued good health.



A primary part of our Food Safety guidelines requires strict sanitation processes. This also extends to our facilities that do not have food grade products as it is a good practice to have.



# What is Covid-19 or Corona Virus?

- COVID-19 is an acute viral respiratory illness caused by a novel coronavirus. It appeared in Wuhan, Hubei Province, China, in December 2019. The outbreak continues to expand in scope and magnitude, spreading to other countries in Asia and the United States. According to the World Health Organization (WHO), the number of cases of COVID-19 continues to rise steadily. Concerns about COVID-19 becoming a pandemic threat exist.
- Current understanding about how the virus that causes coronavirus disease 2019 (COVID-19) spreads is largely based on what is known about similar coronaviruses. COVID-19 is a new disease and there is more to learn about how it spreads, the severity of illness it causes, and to what extent it may spread in the United States. (CDC)
- **Symptoms: FEVER, COUGH, SHORTNESS OF BREATH**

\*\*Source: CDC website



# Prevention & Notification of Illness

## What to do if you are sick:

- Stay home except to **get medical care/ CALL YOUR DOCTOR OR HOSPITAL FOR HELP**
- Separate yourself from other people and animals in your home
- Call ahead before visiting your doctor
- Wear a face mask (if in public)
- Cover your coughs and sneezes
- Clean your hands often
- Avoid sharing personal household items
- Clean “**high-touch**” surfaces everyday
- Monitor your symptoms

## Who to call at work if sick:

- Notify your manager first. **DO NOT COME TO WORK**
- **If you have insurance thru Shippers with Blue Cross call:**
  - **MD Live for a virtual consultation with a physician: 888-860-8646**

# Preventative Measures is Key



**All** associates will participate in sanitizing all surfaces

Checklists will be provided to all DC and Corporate managers



**All** associates are expected to wash hands or use hand sanitizer

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



**ALL** sanitation crews will follow sanitation guidelines when cleaning areas of the facility



# Warehouse Cleaning Expectations

## All necessary cleaning supplies 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 Expectations

## 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.



# Questions