

GM State of Emergency Guide	Tier 1 Green	Tier 2 Yellow	Tier 3 Orange	Tier 4 Red
<b>Building/Location Status</b>	Open for business	Open for business (with additional precautionary protocol)	Individual facility (office, distribution center, terminal) will be closed for industrial cleaning and will reopen when the facility is safe for resuming operations (est. 48 hours)	Government or CEO imposed shut down
<b>COVID-19 Status</b>	No active COVID-19 cases known	GM is notified that an associate self-reported he/she was tested for COVID-19 by a medical professional.  <b>No associate or family members names are to ever be provided to other associates. Contact HR with questions.</b>	GM is notified that an associate self-reported he/she was tested positive for COVID-19 by a medical professional.  <b>No associate or family members names are to ever be provided to other associates. Contact HR with questions.</b>	Updates from federal, state, local officials
<b>Working Associate Impact</b>	Associates working; break should be on a staggered schedule and/or taken in an associate's car	Associates working; break should be on a staggered schedule and/or taken in an associate's car	Associates stop working until notified.	Associates stop working until further notice.
<b>Operations Director Daily Email or Call</b>	GM contacts Director by 9:00 a.m. local time regarding: - absenteeism - volume changes - any delays based on volume or absenteeism	GM contacts Director and <u>HR Manager</u> by 9:00 a.m. local time regarding: - absenteeism - volume changes - any reported COVID-19 test reported	GM notifies Director immediately of building/location closure	GM/Director continually to update status.
<b>HR Update During Daily GM calls (HR will update SLG)</b>	GM to update HR regarding: - New associates needed - Issues of current associates - Personnel questions	GM to update HR regarding: - New associates needed - Issues of current associates - Personnel questions	GM to update HR regarding: - Reopening status - Issues of current associates - Personnel questions	Executive team to update organizational status.
<b>Client Communications</b>	GM contacts customer weekly regarding: - weekly absenteeism - weekly volume changes - any delays based on volume or absenteeism	GM contacts customer weekly regarding: - weekly absenteeism - weekly volume changes - any delays based on volume or absenteeism	GM contacts customer daily regarding: - shut down - changes to shipments - schedule reopening	GM contacts customer daily regarding: - shut down - changes to shipments - schedule reopening
<b>Sanitation</b>	2x a shift cleaning - sign-off required  GM sends weekly sign-off sheets to the Safety Director by 9:00 AM local time Monday.	Clean building/location (within 1 hour of notification) Resume 2x a shift cleaning - sign-off required  GM sends weekly sign-off sheets to the Safety Manager by 9:00 AM local time Monday.	The Safety Director and Maintenance Manager are notified. All areas of building/location are closed for cleaning by identified sanitation sources.  Director sends final sign-off to the Safety Director and VP of Human Resources.	Director to sign off on reopening sites.
<b>All Associate Communications</b>	Tuesday and Thursdays (from HR to be posted) - GM reviews key points with all associates at all stand-up meetings.	Tuesday and Thursdays (from HR to be posted) - GM reviews key points at all stand-up meetings.	Within 1 hour of notification of confirmed case, GM gathers associates on current shift to inform them that: - An Associate, who was working in the building/location within the last two business days has been confirmed with the COVID-19 virus. - As a precautionary measure, the building/location will be shut down for an estimated time of 48 hours to be cleaned. - All equipment/time clocks will be cleaned immediately. - All breakrooms and bathrooms will be closed for cleaning / but will be open when building/location re-opens. - Associates should check 1-866-677-0157 <u>OR</u> <a href="http://www.odwlogistics.com">www.odwlogistics.com</a> for updates when the building will re-open. - Associates will be paid for the remainder of the day on all shifts. - Tuesday and Thursday communication resume after building/location re-opens  <b>Note: No associate or family member names are to be shared at any time of suspected or confirmed cases.</b>	GM will notify associate group of manner of shut down and remind them to check 1-866-677-0157 OR <a href="http://www.odwlogistics.com">www.odwlogistics.com</a> for updates.
<b>Shift Schedule</b>	Locations use best efforts to separate shifts to allow for sanitation and mitigate associate overlap/concentration.  Locations use best efforts to provide for appropriate social distancing	Locations use best efforts to separate shifts to allow for sanitation and mitigate associate overlap/concentration.  Locations use best efforts to provide for appropriate social distancing	After reopening, site must organize employee flow in a way to minimize contact. Changes must be approved by Director	TBD
<b>Visitors</b>	Limit visitors to: - Required deliveries for business operations - Sanitation vendors - Maintenance vendors - Vendors critical to keep operation open - Contract required customer visits - Hourly Associate interviews and new hires	Limit visitors to: - Required deliveries for business operations - Sanitation vendors - Maintenance vendors - Vendors critical to keep operation open - Contract required customer visits - Hourly Associate interviews and new hires	No visitors (other than Director approved or sanitation vendors) may enter the building/location.  Note: GMs will review visitor log for the previous 2 days and notify any visitors of confirmed COVID-19 case in the building/location.  <b>No associate or family members names are to ever be provided to other associates or vendors. Contact HR with questions.</b>	TBD

**Note:** This document has been developed to provide guidance for our associates and clients during this State of Emergency. ODW reserves the right to review and revise this policy at any time with or without notice.