

# Cleaning & Sanitation Proactive Measures

(March 2020)



# Why Cleaning is Important?



Cleaning and Sanitation is everyone's responsibility within States Logistics Services facilities and equipment.



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 or equipment that do not have or transport food grade products as it is a good practice to have.

# What is COVID-19 or Coronavirus?

- COVID-19 is an acute viral respiratory illness caused by a novel (new) coronavirus. It appeared in Wuhan, Hubei Province, China, in December 2019.
- There is currently no vaccine to prevent COVID-19.
- **The best way to prevent illness is to avoid being exposed to the virus.**
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet)
  - Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

*\*\* Source – CDC website*

# Symptoms of COVID-19

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## FEVER

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## COUGH

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## SHORTNESS OF BREATH

## 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/supervisor first. **DO NOT COME TO WORK**

# Prevention & Notification of Illness

# Preventative Measures are Important



ALL employees will participate in sanitizing all surfaces.



ALL employees are expected to wash hands and/or use hand sanitizer



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

# Preventative Measures are Important

ALL employees will participate in sanitizing all surfaces

- Checklists will be provided to all DC and Corporate managers

ALL employees are expected to wash hands and/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
- 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 Manager before you start to clean.

- **Warehouse Personnel**
  - At the start of each shift
    - Wipe down RF unit, radio and MHE
- **Office/Leadership Personnel**
  - Before lunch
    - Wipe down office, breakroom and bathroom areas
      - Conference room after every meeting
      - Hard surfaces – desks, tables, chairs
      - Electronics – keyboards, mouse, phones
      - Doorknobs
      - Light switches
  - Before each use – wipe all surfaces
    - Breakroom
    - Office area



# Office Cleaning Expectations

## At beginning of every day

- Clean offices/cubicles and desks
- Hard surfaces – desks, tables, chairs
- Electronics – keyboards, mouse, telephones
- Doorknobs
- Light switches
- Clean community areas (reception areas, sitting areas)

## Before and after each use – wipe all surfaces

- Lunchroom (area where you sat and ate)
- Meeting spaces
- Office/cubicle area

# Proactive Measures



States Logistics Services takes the health and welfare of our employees 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. States Logistics Services will continue to monitor the CDC, and WHO for daily updates and will notify all workers, visitors and customers of changing guidelines.