

STOPPING THE SPREAD. KEEPING YOU SAFE.

OUR BUSINESS IS DOING THE FOLLOWING TO ENSURE THE SAFETY AND HEALTH OF OUR CUSTOMERS AND OUR EMPLOYEES

SOCIAL DISTANCING

- Requiring six feet distance between individuals at the workplace at all times.
- Actively encouraging flexible work arrangements.
- Following CDC guidelines in efforts to reduce vulnerable workers' risk of exposure to COVID-19, while making sure to be compliant with relevant ADA and ADEA regulations.
- Using tele- or video-conferencing for meetings and events whenever possible. Suspended all non-essential travel.
- Closed off unnecessary areas in workplaces where social gatherings tend to occur and/or limiting numbers of employees present at a single time.
- Implemented a no-touching policy (no handshakes, hugs, or other close contact) for staff, customers, and all visitors to the work premises.
- Limited the number of people in elevators at one time.
- Requiring 6-ft spacing between customers while in line for service or check out.
- Included signage explaining social distancing policies to all staff, customers, and visitors.

HEALTH & HYGIENE SAFETY STANDARDS

- All employees interacting with the public are wearing face masks per State order.
- For those working on site rather than telecommuting, we are monitoring our workforce for indicative symptoms daily in accordance with CDC guidance. Temperature and symptom checks happen before the individual enters the facility. We are not allowing symptomatic people to physically return to work until cleared by a medical provider.
- Developed policies that encourage sick employees to stay at home without fear of reprisals. We have ensured employees are aware of these policies.
- Mandated health and hygiene protocol such as washing hands and proper etiquette for sneezing and coughing. Ensured employees are following State, local, and CDC guidance on face masks and other PPE.

- We have provided ample supplies for employee health, including PPE as applicable, soap and water, tissues, no-touch trash cans, and hand sanitizer with at least 60% alcohol.
- We routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. We discourage sharing of tools and equipment.
- We are using products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, we allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. We have trained staff on proper cleaning procedures to ensure safe and correct application of disinfectants.
- We are using touchless payment options as much as possible, when available. We ask customers and employees to exchange cash or card payments by placing on a receipt tray or on the counter rather than by hand. We are wiping any pens, counters, or hard surfaces between use or customer.
- We have a defined protocol for dealing with suspected and confirmed cases, and communicate this policy to all employees. We have developed and implemented policies and procedures for workforce contact tracing and cleaning should an employee test positive for COVID-19.
- We will adhere to CDC guidelines on restroom occupancy and maintenance. Restrooms are cleaned and disinfected on a daily basis at minimum, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches. Restrooms are regularly stocked with supplies for handwashing in accordance with CDC guidelines.
- We have ensured that ventilation systems operate properly and increased circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods.
- We have taken steps to ensure that all water systems and features are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.