

PERFORMANCE

COVID-19 SAFETY EFFORTS

1) CLEANING EFFORTS

- **Added Cleaning Position:** Hired one dedicated 'Cleaner' position per shift to ensure all high-touch areas within the facility are being regularly disinfected. This position completes a daily checklist to ensure all areas are cleaned a minimum of 3 times per shift, plus before and after breaks or heavy use (timeclock).
- **Disinfectant at Workstations:** Providing cleaning solution to work stations throughout the facilities and to each semi-tractor to ensure employees have the opportunity to ensure a clean work area.

2) SOCIAL DISTANCING

- **Policy:** We have installed a Social Distancing policy which requires employees to abide by the Safer at Home order of maintaining 6 feet of distance between themselves and others whenever possible.
- **The Bus (Seymour Only):** We've installed plastic barriers between each seat on the bus and allow only one person per seat.
- **Breakroom:** We have modified or added to our breakrooms, to ensure that employees are not congregating into small spaces creating potential for spread or exposure.
- **Time Clock/Employee Entrance:** Additional timeclock station in Seymour with it being wiped down after each use, and a revised process has been installed in Carney.
- **Driver Room:** Only one person allowed in this room at a time.
- **Lobby:** Only one person allowed in this room at a time.
- **Crate Line:** Installed plastic sheeting between work stations.
- **Meetings:** In person meetings are discouraged and are often rescheduled through technology, if possible.

3) ILLNESS SPREAD PREVENTION

- **Temperature readings:** All employees, visitors, and vendors have their temperature taken upon arrival on-site. Those deemed to have a fever are sent home.
- **Precautionary Questions:** All employees, visitors and vendors are asked a series of questions to ensure they have not come in contact with anyone positive for COVID-19, nor are they experiencing symptoms of respiratory illness.
- **Face masks:** Face masks are required for all on-site employees, visitors and vendors.
- **Face shields:** Employees who must work within 6 feet of another employee have been provided face shields as an additional precaution.
- **Shift Segregation (Carney Only):** We've eliminated cross-shift exposure.
- **Water Fountains:** Have been closed to prevent exposure.