COVID-19 Prevention and Best Practices

- **Monitoring**
  - Daily geographic tracking of developments in the US and World via CIDRAP site.
  - Monitoring CDC and CIDRAP for general updates and developments.
  - In addition to ACT Best Practices, following OSHA guidelines on their COVID-19 prevention recommendations.
  - Tracking CDC recommended best practice updates.

- **Communication**
  - Consistent communication to all managers
    - Observe all employees and watch for signs of fever, cough, sore throat, and shortness of breath
    - If any employee appears to be sick, they are to be sent home and should not return to work until symptom free, and ACT will immediately sterilize their work areas.
    - Ensure local supply of antibacterial and disinfectant products have been distributed and are in use
    - Have employees with shared work areas clean all surfaces after each shift
  - Instructions sent to all custodial support
    - Focus cleaning efforts on all touch surfaces (stair rails, door handles, etc.)
    - Ensure use of antibacterial products
    - Spray disinfectant products in and around all common areas
  - Formal communication to all employees
    - How to identify potential symptoms
    - What to do if experiencing any symptoms
    - How to prevent the spread of COVID-19
    - Use verbal greetings instead of shaking hands
    - Importance of maintaining social distance
    - Use antibacterial products to clean touch surfaces – steering wheel, door handles, etc.
    - Wash hands or use antibacterial products before and after handling paperwork

- **Additional Prevention Items**
  - Limited corporate travel, conference attendance and direct sales activities
  - Antibacterial soap dispensers placed in all common areas, high traffic corridors, heavy transaction/interaction areas such as dispatch & operational offices.
  - Antibacterial wipes distributed throughout the system for use in cab surfaces like steering wheels, door pulls and in cab devices.
  - Pocket size containers of antibacterial soap provided to drivers for use as they interact with the general public and customers.
  - Drivers issued non-medical grade face coverings for use during pick-up and delivery or any public interaction.
  - Drivers issued nitrile gloves for use during pick-up and delivery