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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
 - 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 and sales for use as they interact with the general public and customers, etc.
 - Drivers issued nitrile gloves for use during pick up and delivery
 - Avoid handheld foods typically eaten without utensils (i.e. sandwiches, burgers, etc.)