COVID-19 Prevention and Best Practices

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

• Communication
  o 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
  o 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
  o 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
  o Limited corporate travel, conference attendance and direct sales activities
  o Antibacterial soap dispensers placed in all common areas, high traffic corridors, heavy transaction/interaction areas such as dispatch & operational offices.
  o Antibacterial wipes distributed throughout the system for use in cab surfaces like steering wheels, door pulls and in cab devices.
  o Pocket size containers of antibacterial soap provided to drivers and sales for use as they interact with the general public and customers, etc.
  o Drivers issued nitrile gloves for use during pick up and delivery
  o Avoid handheld foods typically eaten without utensils (i.e. sandwiches, burgers, etc.)