

GLW/ARC COVID-19 SAFETY PLAN 4-10-2020

- If you are sick, including cold or allergy symptoms, stay at home.
- If you have been in close contact with anyone that has tested positive or is being tested for COVID-19, stay at home. Self-isolate for 14 days
- If you become ill during the workday, go home immediately. Please notify your manager as soon as possible.
- All employees that can work from home/remotely are to do so.
- Hand washing: Employees should wash their hands or sanitize a min. of every 2 hrs. or after touching anything not part of your personal space or equipment. Employees should also wash their hands or sanitize after removing their masks and or gloves.
- Follow the CDC guidelines for putting on or removing PPE
- Employees working on-site will have their temperature taken and will be assessed for symptoms prior to the start of each shift. This will be done as the employee enters the facility. A questionnaire will also need to be completed. Provided that the employee has a temperature below 100.4 and is deemed to be safe from the questionnaire, they will be allowed to start work for the day.
- Social Distance: All employees should maintain 6 feet and practice social distancing as work duties permit in the workplace. This will include trying to limit occupancy of all office spaces to 1 person.
- Wear a Mask: Employees should always wear a facemask, while in the warehouse, on job sites for deliveries, or while in common areas of the office. All masks should be new or disinfected for the start of each workday.
- Gloves should be worn while moving around the office/warehouse – not required at personal workstation.
- Disinfect and Clean workspaces: Clean and disinfect all areas such as bathrooms, common areas, shared electronic equipment routinely. Each employee is expected to wipe down their area (desk, phone, doorknobs, light switch, ...) and equipment at the end of each shift.
- We will eliminate and not use communal items such as microwaves, refrigerators, coffee makers, cups, mugs, plates, bowls and utensils.

- Employees may bring lunch to work but should limit where they eat. Employees should eat at their desk or in non-common areas (i.e. your vehicle)
- Avoid using other employees' phones, desks, offices, or other work tools and equipment (fork truck, delivery truck), when possible. If necessary, clean and disinfect them before and after use.
- All meetings or conferences will be held via phone or video conference.
- All incoming material (mail, small packages, and mixed pallets) is to be placed in a holding area for 24 hrs. before it is handled. Employees should wash their hands after handling this material.
- Other than receiving material, all loading doors will be closed during most times.
- At this time, we will not be accepting cash, or checks for orders and we will not be renting any material.
- Pick Up Orders: Customers will be asked to park in a designated area. They will also be asked to unstrap, open doors, remove gates, etc. and go back into the cab of their vehicle and remain there. Employees will load any material on or in the vehicle if he/she can do so with a fork truck. All other material will be placed next to the customer's vehicle for them to load by hand. All sales orders will be signed by employees and not customers. Employees will print the name of the customer on the Sales Order prior to putting the customer copy with the material. Please note, customers are not to receive any material if they do not remain in their vehicle or if they are not practicing safe distancing.
- Customer Deliveries: When making a delivery to any location, the driver will notify the customer of his/her arrival. Once the driver is in the proper place to be unloaded, he/she will remove any gates necessary to be unloaded. The driver will then return to the cab of the truck until the material is unloaded and the driver can maintain a safe distance from others in order to return the gates to the truck. Sales Orders will be handled the same as for pick up orders.
- For pick up orders, deliveries or when receiving material, employees are not to handout or receive any material from an individual that appears to be sick.