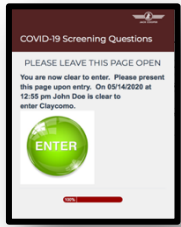


# COVID-19 Return to Work Policies



## Surveys

- You are **required** to complete a brief survey every day before your shift begins. Take this BEOFRE you arrive on property.
- You must present an "Enter" pass with your name, date, time, and location each day.
- You can access the survey scanning the QR Code on entry point posters or online at <https://www.surveymzmo.com/s3/5557129/COVID-19-Screening-Questions>

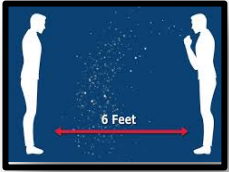
## Temperature Checks

- Your temperature will be taken daily before the start of your shift and must be under 100.4 to begin work.
- Please let the person taking your temperature know if you are warm due to non-medical related factors (for example, you have been in a car without air conditioning).



## Social Distancing

- You must comply with posted limits on how many people may be in a specific area at one time.
- You must maintain 6 feet of social distance at all times, including when waiting to enter a facility.
- E-dispatch is going to be put in place wherever practical. There will be a brief presentation on this topic with ongoing training.
- Physical interaction at dealerships should be limited to the greatest extent possible. Whenever possible, the drivers should enter tablet data for terminal representative doing the check in.



## PPE

- Masks must be worn PROPERLY (over nose and mouth) at all times** from the start to the end of the day.
- Gloves must be worn at all times** and hands must be washed or sanitized each time gloves are removed.
  - You are responsible for keeping your reusable PPE clean and available.



## Personal Hygiene

- Refrain from touching your face as much as possible, with or without gloves.
- Wash your hands frequently using soap and water, scrub for at least 20 seconds each time.
- Use hand sanitizer whenever you are not able to wash your hands in a sink with soap and water.
- Do not come into work sick. If you have to sneeze or cough at work, do so into your elbow.



## Cleaning

- The terminal staff will be taking multiple additional measures to keep all areas sanitized and we have also increased the frequency as well as the depth of our professional cleaning services.
- You have received two microfiber towels that can soaked in alcohol solution and used to disinfect surfaces.



## Other Information

- There will be additional items to cover with regard to policies and procedures as this is all new to all of us.
- Please be respectful of each other at all times. Some of this will get frustrating but we have to do everything we can to protect ourselves, our families, our coworkers, and anybody else we deal with during the course of our days.
- Please visit [www.jackcoopernews.com](http://www.jackcoopernews.com) for more news and information on COVID-19.

I have received and will abide by the COVID-19 Policies.

Print Name

Emp#

Signature

Date