

We are committed to the safety of employees.








With the spread of the Coronavirus (COVID-19) we must take additional precautions to mitigate the outbreak and ensure the safety of employees. In order to stay safe and continue operations as an Essential Business, we have created the following exposure prevention, preparedness and response plan that is in compliance with the CDC, OSHA and local authorities.

Responsibilities of Employees

1 Employees must familiarize themselves with symptoms of COVID-19:

-  Coughing
-  Shortness of breath
-  Fever


Early symptoms include:

-  Chills
-  Diarrhea
-  Headaches
-  Body aches
-  Nausea/Vomiting
-  Runny nose
-  Sore Throat





2 All employees should practice the following healthy habits to help prevent the spread of COVID-19:

-  Stop shaking hands
-  Practice social distancing, keep 6ft space between you
-  Frequently wash your hands for 20 seconds
-  Avoid touching your nose, eyes, or mouth
-  Cover your mouth when you cough or sneeze
-  Reduce unnecessary travel
-  Clean & disinfect your work area or personal space.
-  Stay home if you feel sick or have a sick family member




General Safety Policies and Rules

-  No physical transfer of monies (cash/check). Checks by fax only.
-  Hand-washing capabilities, hand sanitizers and tissues available at all locations.
-  Limit in-person meetings. Presidential approval required.
-  Wear available personal protective equipment (PPE) on-site at all times.
-  Work from home if available.
-  Minimize ridesharing. While in a vehicle, ensure adequate ventilation.
-  Stagger breaks and lunches to less than ten (10) people.
-  Close to walk-in traffic. Contactless drive-up/pick-up only.
-  No non-essential travel.
-  Use/drive the same truck or piece of equipment every shift.
-  Maintain 6' social distance guidelines at all times.
-  Only essential employees, vendors, delivery drivers, and those authorized by law allowed on premises.
-  Use individual water bottles in lieu of a common source.
-  Clock in/out via app or with your supervisor.

EMPLOYEE GUIDELINES FOR ENTERING CUSTOMER WORKSITES

-  Sanitize work area – before, during & after completing work using alcohol-based wipes
-  Wash (preferable) or sanitize hands immediately before starting, during and after completing work
-  Wear gloves while performing off-site work, and remove/dispose of gloves before entering vehicle
-  Ask other individuals on the site to keep a minimum personal distance of six (6) feet.

ALL DELIVERIES MADE WILL BE NO-CONTACT DELIVERIES

-  Drivers will enter customer's name on the scanner for proof of delivery purposes rather than requiring a customer signature.
-  No cash or checks accepted. All payments will be processed via the customer's method on file or over the phone prior to delivery.
-  Upon customer acceptance, the driver may leave product at customer's dock or door without physical acceptance.