



Facts Not Fear Safety Stand Down

I H Services Website: *COVID-19 Facts Not Fear Central*

In addition to many printed series of information you have seen at your site, IH Services has developed this website to educate you on the choices you can make that significantly minimizes your risk/exposure to contracting COVID-19. Many of these your Site Leader and Supervisors have already been sharing weekly and daily. This website can be accessed from your personal cell phone or home computer. Please visit the website and read the Facts about COVID-19 and what IH Services recommends that you continue to do during this time.

<http://www.thezerozone.com/covid-19-facts-not-fear-central.php>

Why are we having this meeting?

It is important to continue the education of the facts on how you can minimize contacting COVID-19, the common flu, or even common cold. We have been following these guidelines below and will continue to update you as we learn more. This is your confidence in the fact that you have some control over helping to control the spread of this virus.

- *Handwashing and Flu Prevention* – Wash often and sanitize where available
- *Social Distancing* – Follow the 6ft rule 100% of the time
- *Essential Janitorial Letter* – Everyone should have in their car/wallet
- *COVID-19 Policies, Procedures and Protocols*

Our Safety Policies and Procedures are put into place to protect everyone. By following them you are not just safeguarding yourself but also your fellow associates and family at home.

Handwashing and Flu Prevention

- When should you wash your hands?
- How should you wash your hands?
- What if you don't have soap?
- How do you use sanitizer properly?

Social Distancing

- Associates are not to come within 6 feet of each other for prolonged periods of time, including no longer than 5 minutes face to face. We recommend as little as possible to communicate and get the job done

- Associates can be within 6 feet of each other so long as a physical barrier such as a stall, board, curtain, totes, shelving or partition is in place to prevent encountering infectious secretion.
- In the instances of stations that are on either side of conveyors, the conveyor shall act as the barrier if the workstations are less than 6 feet apart.

Essential Personnel - Janitorial Letter

- Supervisors - Make sure all associates have these letters in their possession, they are to present them in areas that are under stay at home or curfew orders. If they have lost or cannot find them, please reissue. Management will have extra copies at desk area
- New hires should receive these on their first day of hire with an explanation of why we are essential and where to keep the document

COVID-19 Policies, Procedures and Protocols

- We are the first line of defense in the continuing health and safety of our customer and their employees. The preemptive actions we take and the protocols we employ will have a direct impact on our ability to contain and/or mitigate the COVID-19 virus.
- **THREAT LEVELS**
 - **Level #1:** There is no confirmed case of COVID-19 or other illnesses but our customer requests staff to provide enhanced or deep cleaning within the facility.
 - **Level #2:** You are notified that someone was removed from the facility with flu-like symptoms and sent to their respective medical provider.
 - **Level #3:** There is a confirmed case of COVID-19 in the facility and the customer requests our assistance in deep cleaning the affected areas
- In event of a confirmed case, IH Services leadership will work with Amazon Leadership directly to determine the level of threat and if there is a deep cleaning needed or if normal cleaning procedures will continue. IH Services will communicate as soon as we have solid and relative information for our team.
- In some cases, there may be additional requests for cleaning like the flu protocol. All requests outside of the established flu protocol, should be discussed at the Regional or District level and confirmed before engaging your teams in any additional clean/sanitize work.
- Everyone in your facility must work together to avoid the spread of COVID-19. You and your customer must work together to insure everyone is adhering to the hygiene regimen that prevents the virus from spreading. This includes:
 - ☺ Do not come to work sick. Site Leaders and supervisors should take a moment to visually examine your staff for any signs of illness. There will always be times when someone comes to work because they need the paycheck and just “gut it

out” for 10/12 hours. This cannot be allowed during this pandemic period. If anyone is sick, send them home or to their medical provider.

- ☺ Wash your hands frequently and vigorously for a minimum of 20 seconds. As you enter the restroom to clean, wash your hands. When you break for lunch, wash your hands. When you finish eating, wash your hands. As you clock out to go home, wash your hands. If you forget the last time you washed your hands, wash your hands. You can't do it too much!
- ☺ Do not shake hands, hug or kiss or have a physical encounter with another person during this pandemic. The virus can remain on clothing, hands and other body parts for varying periods of time. Another good precaution is to change and wash all clothes worn to work before interacting with family at home. The same measures should be for clothing worn on grocery store or pharmacy trips.
- ☺ If you accidentally come in physical contact with anyone, wash your hands.
- ☺ Cover your mouth with a tissue or towel when coughing or sneezing and dispose of the tissue properly.
- ☺ Maintain a distance of at least 6 feet from other people and avoid gatherings of 10 or more people. You may be called on to rearrange the seating in the break room or cafeteria that adheres to the 6 feet rule or to restrict lunch breaks to areas that adhere to less than 10 people.
- ☺ When face to face is necessary – 540's etc., please limit the time to 5 minutes or much less if you can.

Please take the time to visit the website and read the facts on the current pandemic and what you can do!

Remember, Knowledge is Power!!!