



COVID-19 PROACTIVE SANITATION AND RESPONSE INITIATIVE

Increased Sanitizing Efforts

- All Thief River Falls PDC and Fargo location employees have adopted a Top-of-the-Hour 'Take 5' workstation cleaning session every two hours, where work is paused and employees sanitize their work surfaces and tools. An announcement will be made at 8am, 10am, 12pm, 2pm, 4pm, 6pm, 8pm, 10pm, 12am, 2am, 4am, 6am.
- We have contracted with outside cleaning serviced to provide additional sanitizing and cleaning throughout the week and between work shifts.
- Conveyor totes are sanitized on a regular basis using a fogging system, and in receiving areas they pass through a UV Light Tunnel to further ensure disinfection.

Social Distancing Efforts

- A significant proportion of our workforce has been deployed to work from home where positions allow coinciding with state shelter-in-place directives.
- Shifts in essential-services areas of the business have been staggered, bar-coding stations moved, and alternate shifts to increase distance a between people during the workday.
- Logistic and process changes are being continually explored expand distances and frequency.
- Give courtesy and space to your co-workers to reduce prolonged contact within 6 feet from each other. Distance as much as possible. It may take longer to get the job done, but this is necessary to create the space.

Personal Protection Equipment (PPE)

- Gloves – available as PPE within the facility to assist in the top-of-the-hour cleaning efforts.
- Masks – all employees are encouraged to wear personally supplied masks, yet adhering to Governor Walz executive order 20-16 to reserve for health care workers medical inventory.
- Custodial and other staff have access to masks as PPE for use in the event of an exposure response.

Exposure Response Plan

Employee: If you have had a lab confirmed positive test for COVID-19

1. Do not come to work. Carefully follow all instructions as directed by your health care provider and the Minnesota Department of Health (MDH).
2. Isolation as directed by your health care provider and MDS; and remain at home and away from work for 14 days.
 - a. When you received confirmed results, by which health provider, and when symptoms first appeared.
 - b. When was the last time employee was on the premises, point off entry/exit, public areas, bay, equipment, offices, etc.
 - c. Identify any other employees who may have had contact and potential exposure (MDH, in conjunction with local agencies, will contact those potentially exposed; HR may proactively communicate as well with extreme care given to protect privacy and confidentiality).

Employee: If you have undiagnosed fever and/or acute respiratory symptoms (cough, shortness of breath). Do not come to work. You must contact your medical provider and follow recommendations. Please isolate yourself and remain off work until:

1. At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without use of fever-reducing medications and improvement in respiratory symptoms, and at least 7 days have passed since symptoms first appearance.
2. Contact HR and notify them of your need for leave.
3. Contact HR and notify them prior to returning to work.