

Thank You and BE SAFE!

To All **Our Associates**,

First, we want to thank you for everything you're doing to serve our communities. You are all doing an amazing job. In an effort to make sure we are all being as safe as possible, please make sure all the below procedures are in place. We can not overstate the importance of cleaning and sanitizing all common surfaces and using everyday hygienic practices.

REMEMBER, PROTECT YOURSELF AND OTHERS BY TAKING THE FOLLOWING ACTIONS:

- Wash your hands and use disinfectant on all common surfaces such as shopping carts, hand baskets, checkout counters, door handles, counters, and more.
- If you don't have access to soap and water in that moment, use an alcohol-based hand sanitizer.
- Avoid touching your face without washing your hands first.
- Wear the company provided safety glasses or your own glasses at all times. This will help you AVOID touching your eyes.
- Maintain 6 feet of distance between yourself and anyone else.
- Avoid contact with people who are sick or showing symptoms of the virus
- Wear gloves and change them every 20-30 minutes and wash your hands. Change your gloves if they are visably dirty or ripped.
- Cover your cough or sneeze with a tissue (or an elbow or shoulder), then throw the tissue in the trash and wash or sanitize hands.
- As recommended by the CDC, stay at home if you are sick and/or have a temperature of 100 degrees or higher.
- Stay home until you are fever-free for at least 24 hours. Speak by phone, do not come into work.

MASK CARE PROCEDURES:

Before putting on your mask, you **MUST** wash your hands or use handsanitizer.

- To avoid touching the mask, hold it by the straps while putting it on.
- Before removing your mask, you must thoroughly wash your hands with antibacterial soap and water.
- Remove the mask and spray both sides with a sanitizer.
- Store the mask in a paper bag and allow it to dry overnight.
- Wash your hands again with antibacterial soap and water for at least 20 seconds.

