



Updated 6/16/20: Protocol for Protecting Yourself and Others Against COVID-19 in the Workplace: Delivery & Sales Personnel

ATTENTION: No one without a proper face covering will be permitted into any part of the Schiff's Food Service facility. If you are feeling ill, please consult your physician before entering. You may see Human Resources Director, Chris Murray, for a temperature reading via infrared thermometer if necessary.

WASH YOUR HANDS and DO NOT TOUCH YOUR FACE:

COVID-19 can spread through *touching infected surfaces and then touching your face*. Wash your hands with soap and water for at least 20 seconds to kill the virus. Wash hands *before and after* every delivery, bathroom use, if you cough or sneeze, put on or remove your mask, as well as frequently throughout your workday. If soap & water isn't available, a hand sanitizer will be used.

HYGIENE PROCEDURES:

Cover your cough or sneeze with a tissue which is then disposed of. If a tissue isn't available, use your upper sleeve. *Never use your hands.*

WEAR A MASK:

The CDC (Center for Disease Control) has now recommended that all people wear a mask (cloth or bandanna- NOT SURGICAL) when they are in public places to help prevent the spread of COVID-19. It has been found that persons with *no symptoms* can still unknowingly spread the virus. Masking yourself during your workday, with *every* personal interaction, can decrease this chance and also help you not touch your face.

SANITIZE SURFACES:

Wipe down the truck or your car's cabin before and after every delivery/customer visit with disinfectant as well as frequently touched surfaces: Cell phones, all electronic equipment, doorknobs/handles, etc.

ILLNESS:

Notify your manager, stay at home, and seek medical attention if you demonstrate symptoms related to COVID19 such as fever, coughing, and/or difficulty breathing.

SOCIAL DISTANCING:

Even with the above measures, staying at least 6 FEET away during any personal interactions is the best form of defense against COVID-19.

Please see management for your masks and other cleaning supplies.

THANK YOU FOR ALL YOU DO!



Updated 6/16/20: Protocol for Protecting Yourself and Others Against COVID-19 in the Workplace: Office Personnel

ATTENTION: No one without a proper face covering will be permitted into any part of the Schiff's Food Service facility. If you are feeling ill, please consult your physician before entering. You may see Human Resources Director, Chris Murray, for a temperature reading via infrared thermometer if necessary.

WASH YOUR HANDS and DO NOT TOUCH YOUR FACE:

COVID-19 can spread through *touching infected surfaces and then touching your face*. Wash your hands with soap and water for at least 20 seconds to kill the virus. Wash hands *before and after* every delivery, bathroom use, if you cough or sneeze, put on or remove your mask, as well as frequently throughout your workday. If soap & water isn't available, a hand sanitizer will be used.

HYGIENE PROCEDURES

Cover your cough or sneeze with a tissue which is then disposed of. If a tissue isn't available, use your upper sleeve. *Never use your hands.*

WEAR A MASK:

The CDC (Center for Disease Control) has now recommended that all people wear a mask (cloth or bandanna- NOT SURGICAL) when they are in public places to help prevent the spread of COVID-19. It has been found that persons with *no symptoms* can still unknowingly spread the virus. Masking yourself during your workday, with personal encounters of closer than 6 feet, can decrease this chance and prevent you from touching your face.

SANITIZE SURFACES:

Disinfect frequently touched surfaces at the beginning and the end of all workdays. Areas such as: Cell/office phones, all electronic equipment, doorknobs/handles, kitchen/desk areas, etc.

ILLNESS

Notify your manager, stay at home, and seek medical attention if you demonstrate symptoms related to COVID19 such as fever, coughing, and/or difficulty breathing.

SOCIAL DISTANCING:

Even with the above measures, staying at least 6 FEET away during any personal interactions is the best form of defense against COVID-19.

Thank you for all you do!