

CPFD Plan for Sanitizing All Office Spaces, Distribution Centers and Equipment

- Purchased industrial sprayers at a cost of \$375 per unit to spray all restrooms, break areas, high traffic areas, entrance areas and offices. This is being done twice a week at all facilities.
- Approved industrial disinfectant at a cost of \$100 a gallon is being used.
- Throughout every shift the entry ways, door handles, restrooms, break tables, material handling equipment and voice picking equipment are wiped down with disinfectant wipes.
- Disinfectant wipes and hand sanitizers have been placed throughout the building in convenient locations to insure they are available for all employees.
- Every tractor has a disinfectant kit which includes wipes, disinfectant spray and paper towels.
- Employees break times have been staggered to encourage social distancing.
- Outside carriers are being kept outside of the building as we have placed a porta potty with a sink outside of the building for their use.
- We have sanitation people who wash door handles, doors, high traffic areas like the cafeteria. Continuously throughout the day and night.
- In the cafeteria/ Training Room we wash the public touch areas at least 6 times a day. (juice machine, coffee machine, cooler doors etc.)
- Offices door handles and doors are cleaned at least 6 times a day.
- Shipping office is cleaned with specific attention paid to the check in point for selectors to get assistance. (High traffic areas) 5. Outside deliveries truckers are asked to stay in their trucks.
- Portable washrooms have been set up so truck drivers may use bathrooms which restricts the use of interior bathrooms to our associates. These are cleaned on a regular schedule 7. Weekend schedule(each weekend) , we have a disinfectant sprayer(fogger) that we use to spray high traffic areas which include: café, turn style, truckers lounge, trucks, bathrooms, offices, training room, conference rooms, outside entrances where outside drivers pass into our building.
- Sanitation crew- couple times a day cleans and disinfects the tablet check in area and wipes down the tablets.
- At the receiving check in window we have hand sanitizer for drivers. The counter is washed down a couple times a day.
- Check in the social distancing rule is enforced. We put little red dots which state stand here.
- Truck drivers are given a letter about our goals to protect our workers and they can be a part of the solution. Expected to exit to own truck.
- Bathrooms are being checked and cleaned more frequently.
- Warehouse operators are to wipe down their equipment touch points before and after their shift with disinfectant.
- Lunch/ break time schedule modified to reduce the number of people in the room to maintain distance requirement.
- Weekend new hire interviewing to reduce exposure to the crews.
- Security entrance is using cleaners to spray down paperwork upon arrival and self-protection.
- Disinfectant is used in the sweeper scrubber when washing down the warehouse aisles.
- Disinfectant in the walk behind sweeper does the walkways around the office lockers.
- Any truck drivers are checked upon arrival and who appear sick are asked to leave.
- Sanitize all trucks using fogger weekly, drivers spray and wipe down with disinfectants between shifts.
- Transportation washes tractor and trailer on b-weekly basis. Trailer sanitizing is included.