

## **Virus Protection Program**

As DSI Logistics moves towards a more normal operation, all employees should understand, ongoing protections must continue. Although DSI Logistics will continue to provide PPE and evaluate needed precautions, the following steps must be taken to help in the prevention of virus' in the workplace:

1. Employee temperature must be taken at the beginning of the employee's work schedule.
  - a. The temperature is to be taken after the employee clocks in or, if more practical, the employee may track time from the point of taking his/her temperature and enter a manual punch into the time keeping system.
  - b. Temperature should be taken by a member of DSI leadership or HR at the facility where DSI employees are domiciled.
  - c. If the employee has a temperature reading of 100.4 degrees Fahrenheit (38 degrees Celsius) or higher, the employee must be sent home.
  - d. The employee may return upon being symptomatic for a period of no less than 72 hours from the time the employee has no fever.
  - e. Employees work station should be sanitized to include, keyboard, phone key pad, phone receiver and any other item the employee has had contact with in the prior twenty-four (24) hours.
2. While at work, DSI employees must be encouraged and allowed to wash hands every thirty (30) minutes.
3. Employees are required to confidentially report the below symptoms of illness to a member of leadership. These symptoms include:
  - a. Cough
  - b. Shortness of breath or difficulty breathing
  - c. Fever
  - d. Chills
  - e. Muscle pain
  - f. Sore throat
  - g. New loss of taste or smell

4. Employees are required to report any knowledge of another employee being ill whether visual or implied.
  - a. This report should be made to leadership confidentially and in private, away from other employees.
5. All employees are required to wear a face covering while at work.
  - a. Face coverings may be removed while in a sequestered private area away from other employees. While at work stations where barriers are present, the face coverings must always be worn when walking through the office or facility area and/or traveling to other areas such as restrooms.
6. Whenever possible, employees must practice adequate social distancing.
  - a. Social distancing is defined as six (6) feet or more away from individuals.
7. Employees may not be closer than six (6) feet to other individuals for prolonged periods of time.
  - a. Prolonged period of time is defined as more than ten (10) minutes at any one time.
8. Employees must clean and/or wipe down their work area at the beginning and end of each workday using sanitizer. Areas to be cleaned include but not limited to:
  - a. Keyboard
  - b. Phone receiver
  - c. Phone keypad
  - d. Desk or work area
  - e. Chair arms
  - f. Writing utensils
9. At each location, no less than one employee should be assigned the daily task of cleaning frequently touched items. These items include but are not limited to:
  - a. Door knobs
  - b. Door handles
  - c. Counter tops
  - d. Toilet flush handles

Thank you in advance for your cooperation. By taking these important steps, the risk of illness will be greatly reduced and will create a safe working environment for everyone.

By signing below, I acknowledge I have read, understand and agree to adhere to the above noted expectations.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_