

Leader State of Emergency Guide	Tier 1 Green	Tier 2 Yellow	Tier 3 Orange	Tier 4 Red
COVID-19 Status	No active COVID-19 cases known	Leader or HR is notified by an associate that he/she has: 1) deemed it necessary to self-quarantine 2) tested positive but has not been to a work location in 7 days 3) been tested for COVID-19 and is awaiting results	Leader or HR is notified by an associate that he/she has tested positive for COVID-19 by a medical professional and has been at a work location within the last 7 days. Leader or HR contacts Operations Director or VP of HR to determine next steps.	Updates from federal, state, local officials / Client volumes are reduced
Building/Location Status	Open for business	Open for business	Leadership will assess the location and contacts of the affected associate to determine the cleaning and operational delays or closures needed. In some cases, some locations of a building may need to be closed temporarily for additional cleaning. If any area of a buildings in temporarily closed, leadership will notify all associates of next steps.	Location shut down due to: 1) a client reduction, 2) a government directive, or, 3) CEO directive.
Working Associate Impact	Each working associate must practice social distancing, breaks should be staggered and/or taken in an associate's car. Facial coverages are recommend in all locations, however, facial coverage is required in locations where government officials have instituted a mandate. If a facial mask is temporarily removed to take a drink or eat, the mask must place put into a pocket or plastic/paper bag. No masks are to be placed on equipment, tables, or any common area.	Each working associate must practice social distancing, breaks should be staggered and/or taken in an associate's car. Facial coverages are recommend in all locations, however, facial coverage is required in locations where government officials have instituted a mandate. If a facial mask is temporarily removed to take a drink or eat, the mask must place put into a pocket or plastic/paper bag. No masks are to be placed on equipment, tables, or any common area.	If a part of a building is closed, some associates may be asked to leave (with pay) for that remainder of they day, depending on the situation. If a location closure is not necessary, each working associate must practice social distancing, breaks should be staggered and/or taken in an associate's car. Facial coverages are recommend in all locations, however, facial coverage is required in locations where government officials have instituted a mandate. If a facial mask is temporarily removed to take a drink or eat, the mask must place put into a pocket or plastic/paper bag. No masks are to be placed on equipment, tables, or any common area.	Associates stop working until further notice.
Daily COVID Operations Log	By 9:00 a.m. (local time), each leader reports the following: - absenteeism - volume changes - supply and sanitation levels	By 9:00 a.m. (local time), each leader reports the following: - absenteeism - volume changes - supply and sanitation levels	By 9:00 a.m. (local time) each leader reports the following: - absenteeism - volume changes - supply and sanitation levels - any tier changes - updates regarding positive associate (no names included)	Leader/Director continually to update status.
Leader updates to his/her manager (daily as needed)	Leader to update manager of: - assistance needed - communications provided - COVID-19 protocol updates	Leader to update manager of: - assistance needed - communications provided - COVID-19 protocol updates	Leader to update manager of: - assistance needed - communications provided - COVID-19 protocol updates	Executive team to update organizational status.
Client Communications	Leader contacts customer weekly regarding: - weekly absenteeism - weekly volume changes - any delays	Leader contacts customer weekly regarding: - weekly absenteeism - weekly volume changes - any delays	Leader contacts customer within 24 hours regarding: - Associate has test positive with COVID-19 at location - weekly absenteeism - weekly volume changes - any delays/closures	Leader contacts customer as needed regarding: - shut down - changes to shipments - scheduled reopening
Sanitation	2x a shift cleaning - sign-off required Leader sends weekly sign-off sheets to the Safety Director by 9:00 AM local time Monday.	2x a shift cleaning - sign-off required Leader sends weekly sign-off sheets to the Safety Director by 9:00 AM local time Monday.	The Safety Director and Maintenance Manager are notified so that industrial sanitation service is scheduled immediately. Once complete, leader sends final sign-off of sanitation to the Safety Director and VP of HR.	Director to sign-off on reopening sites.
All Associate Communications	Posting include: - CDC recommendations for handwashing and sanitation - FAQs - Latest updates from HR	Posting include: - CDC recommendations for handwashing and sanitation - FAQs - Latest updates from HR	As quickly as possible, leader informs associates of the following: - Associate previously working in the location within the last 7 days has tested positive with the COVID-19 virus. - ODW's 2x a day sanitation procedures and amount of cleaning done since the associate worked in the building. - As a proactive measure, some parts of the building <u>may</u> be closed for additional cleaning - depending on the situation. - Associate with the virus has been provided with the information needed during his/her recovery. Note: No associate or family member names are to be shared at any time.	For updates, associates should check ODW's location status line 1-866-677-0157 OR text messages from ODW via Swift 911.
Shift Schedule	Locations use best efforts to separate shifts to allow for sanitation and mitigate associate overlap/concentration. Locations use best efforts to provide for appropriate social distancing	Locations use best efforts to separate shifts to allow for sanitation and mitigate associate overlap/concentration. Locations use best efforts to provide for appropriate social distancing	Locations use best efforts to separate shifts to allow for sanitation and mitigate associate overlap/concentration. Locations use best efforts to provide for appropriate social distancing.	TBD
Visitors	Limit visitors to: - Required deliveries for business operations - Sanitation vendors - Maintenance vendors - Vendors critical to keep operation open - Contract required customer visits - Hourly Associate interviews and new hires	Limit visitors to: - Required deliveries for business operations - Sanitation vendors - Maintenance vendors - Vendors critical to keep operation open - Contract required customer visits - Hourly Associate interviews and new hires	Limit visitors to: - Required deliveries for business operations (<u>paused if location is temporary closed</u>) - Sanitation vendors - Maintenance vendors - Vendors critical to keep operation open - Contract required customer visits - Hourly Associate interviews and new hires (<u>paused if location is temporary closed</u>)	TBD