



## COVID-19 Policy for Package & Mail Shipment and Receipt

This policy outlines expectations for **Package & Mail Shipment and Receipt** until further notice. These expectations are in addition to those contained in the **COVID-19 Policy for all Team Members**. We are following the direction of the local, state, and federal government, and monitoring the external situation. We will adjust our actions and Policies as required.

- Designate a drop-off and pick-up location that is isolated from others. Restrict package and mail delivery personnel to drop-off/pick-up areas. If necessary, post signs and contact suppliers to ensure they leave all packages without signature.
  
- When receiving packages:
  - Wash your hands for 20 second with soap and water, or apply hand sanitizer (of at least 60% alcohol) after receiving packages, or wear nitrile gloves before handling outside packages and mail.
  - Using an approved sanitizer or wipe, sanitize any tables or carts used for package delivery.
  - Dispose of gloves when done.
  - Wash your hands or apply hand sanitizer (of at least 60% alcohol) after handling contents of package.
  - Do not touch eyes, mouth or nose with hands or gloves.
  
- Prior to packing materials for shipments:
  - Wash your hands with soap or apply hand sanitizer (of at least 60% alcohol), or wear nitrile gloves.
  - Dispose of gloves when done.
  - Wash your hands or apply hand sanitizer (of at least 60% alcohol) after handling packaging.
  - Common workstations: Using an approved sanitizer or wipe, sanitize workstation before and after using it.
  - Using an approved sanitizer or wipe, sanitize phones and computers at your designated workspace, at a minimum of 4 times per day.

Updated: April 8, 2020