



NOTICE OF MANDATORY COVID-19 SAFETY PROCEDURES Effective 5-04-2020

YOU MUST NOT ENTER THIS FACILITY IF YOU HAVE A FEVER ABOVE 100.4°F (38°C) OR IF YOU HAVE RECENTLY DEVELOPED A COUGH, SHORTNESS OF BREATH, OR OTHER SYMPTOMS OF COVID-19.

Due to the public health emergency related to the spread of COVID-19, ASW requires that all persons entering these facilities must wear masks or face coverings.

The following safety measures have been adopted for ASW personnel and any other persons within the facility:

- Drivers/Carriers shall wear masks or face coverings when entering the facility no mask or face covering - no admittance. This mandate in response to Gov. Mike DeWine to Restart Ohio Guidelines.
- All ASW personnel shall wear masks or face coverings whether in Cubicles, Offices, or the Warehouse **at all times**. This mandate in response to Gov. Mike DeWine to Restart Ohio Guidelines. ASW will provide gloves for those associates coming in to contact with drivers and other outsiders as well as when requested by the associate.
- All associates will have temperature taken and be screened at beginning of shift each day.
- Please follow social distancing requirements of 6' or greater
 - This includes all lunch rooms, break rooms and shall be followed during designated staggered lunches and breaks.
- When coughing and/or sneezing please cough and/or sneeze into your elbow or tissue.
- Please wash and/or sanitize your hands after coughing and/or sneezing, and frequently during your shift.
- Disinfect/wipe down frequently used equipment and instruments (copiers, door handles, phones, desks, computers and computer accessories, forklifts, machinery, etc.)
- Drivers: ASW has asked drivers to remain in their vehicles during loading and/or unloading after checking in an effort to keep everyone safe.

The above steps are in place to ensure the safety and well being of each and every person entering into ASW for themselves as well as their families.