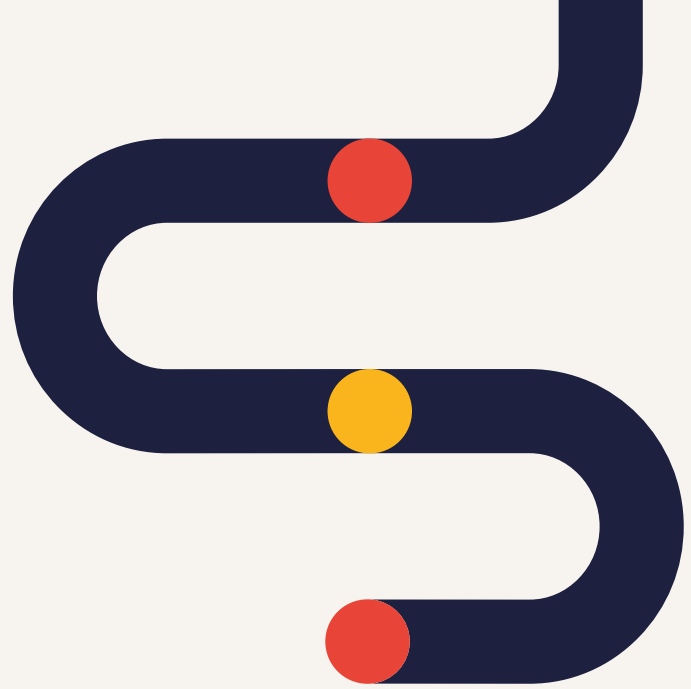


new protocols: are you up to speed?



Use the checklist below to see if you've addressed the most critical safety guidelines for re-opening your business.



communication

- We have a thorough communication plan. It outlines the best online and offline channels to use and the key topics, expectations and regulations to keep employees and visitors safe.
- Key messages are visible throughout the workplace, and all logistics teams are aware of our new protocols. We also have online training available to employees.



back-to-work policies

- Our covid-19 team is ready to safely monitor the workplace and identify issues. The team captain will reinforce the rules and address employee or visitor questions.
- We have protocols in place to prevent overcrowding and help employees and guests maintain distance. These protocols are clearly communicated.



workplace adjustments

- We use signage, floor markings and screens to help employees and guests comply with distancing regulations and to reinforce key messages.
- Employees have ample time and equipment to wash their hands, eat and take breaks safely, and work at safe distances from each other.



cleaning

- The entire workplace is cleaned regularly and thoroughly, in full view of employees and guests, so that they are reassured that they are as safe as possible.
- High-traffic items, like doorknobs, elevator buttons and touchscreens are cleaned even more frequently.
- We enforce a policy of not sharing pens, phones, computers or tools.
- Staff and visitors have access to all of the Personal Protective Equipment (PPE) and clean working kits they need to work safely.