



## **Pioneer Cold Logistics Services**

### **INFECTIOUS DISEASE CONTROL POLICY**

Pioneer Cold will take proactive steps to protect the workplace to the best of its ability in the event of an infectious disease outbreak. It is the goal of Pioneer Cold during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

#### **1. PURPOSE**

Pioneer Cold is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

#### **2. SCOPE**

This policy applies to all regular full, part-time, and temporary employees of Pioneer Cold. This policy also applies to all applicants and suppliers of goods and services.

#### **3. RESPONSIBILITY FOR IMPLEMENTATION**

Implementation of and compliance with this policy are the responsibility of the Executive Team, Directors, Managers and Supervisors.

#### **4. PROCEDURE**

##### *Preventing the Spread of Infection in the Workplace*

Pioneer Cold will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60 percent alcohol if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Consider wearing gloves when handling paperwork and wash hands often.
- Drink plenty of water to help stay hydrated and to flush toxins from your system.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

We will also provide alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

### *Travel Limitations*

All nonessential business travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions.

Pioneer Cold may request that we are informed prior to traveling out of the country for personal reasons so that we are aware of employees who are going to those areas and are exposed to the disease. Employees who travel out of the country need to be informed that they may be quarantined by the government upon their return based on the CDC guidelines.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact human resources for more information.

### Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

### Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. (See our Paid Time Office Policy).

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, shortness of breath, mild to severe respiratory illness, sore throat, difficulty breathing, body aches, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

### Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

### Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited

circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

### *Social Distancing Guidelines for Workplace Infectious Disease Outbreaks*

In the event of an infectious disease outbreak, Pioneer Cold may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

### *Outside activities*

Employees might be encouraged to the extent possible to:

- Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
- Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

Ultimately it is the employee's call, and we expect that using your best judgment will maintain a safe work environment.

Questions regarding this policy may be referred to Amanda Barton, the Pioneer Cold Human Resources Manager.



*"...serving the global food industry."*

## Best Practices from IARW Warehouse Members for Managing through the Coronavirus Pandemic (COVID-19)

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- **Disinfect equipment and frequently-touched surfaces before shifts begin and after shifts are complete.** “High touch” surfaces include Material Handling Equipment (MHE)/forklifts, tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, control panels, computer screens and monitors. See this list of [EPA-approved disinfectants](#).
- **Disinfect PPE with EPA-approved disinfectant spray.** Freezer gear including freezer jackets, gloves, and hats can be sprayed with disinfectant spray before and after shifts are complete. See this list of [EPA-approved disinfectants](#).
- **Limit or prohibit visitors, including drivers, from entering the facility.** Rent external bathroom trailers to provide drivers with private bathroom facilities. Ensure these are cleaned and disinfected as often as permanent bathrooms in the facility.
- **Limit driver contact with staff.** If you do have drivers interacting with office staff, ask drivers to **use hand sanitizer** before handing off paperwork or other points of physical contact.
- **Keep senior management physically separate** from each other for business continuity purposes. Members have reported conducting daily management briefings via video teleconferencing.
- **Limit team member movement** by asking management not to visit multiple sites; instead to stay at one specific site or facility.
- **Stagger shift start/end times** to reduce communal traffic at entry points and in locker rooms.
- **Provide individually-wrapped boxed lunches as much as possible.** This reduces the need for employees to go off-campus, limiting potential opportunities for exposure. It also provides an opportunity to support local food retailers who may be suffering from reduced business.
- **Designate space for on-site childcare** given school and daycare closures, reducing the need for working parents to take a leave of absence.
- **Permit employees to carry a negative balance in their sick time.** Show your teams that you care and will work with them through this challenging time; while also mitigating the risk of exposure to other employees.

Have you instituted any practices in addition to what is listed? Please visit the [GCCA Online Community](#) to add to the conversation.