



We're in this with you.

As shelter in place government mandates lift, returning to the workplace safely by mitigating the spread of COVID-19 is our focus.

To do this, our Continuous Improvement Team will utilize our Raymond Lean Management system to develop specialized COVID-19 Protocols so we're able to successfully create and maintain a safe workspace.

PEOPLE

The 3 P's of a Successful Protocol

Develop standardized, repeatable practices employees can reasonably maintain during interactions with your customers.

PLACE

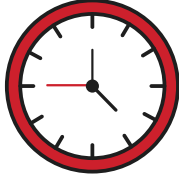
Identify and obtain the necessary equipment to implement workplace social distancing guidelines and create standards for a healthy work environment.

PROCESS

Visualize and document critical processes to establish workplace standards in order to effectively train teams.

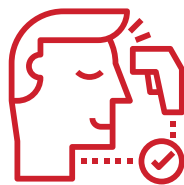
STANDARD WORKPLACE CONTROLS.

1



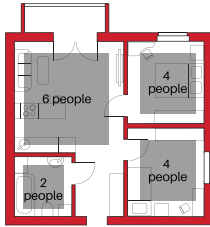
- Decide on start and end times to avoid congestion upon arrival and exiting. Staggered start times are suggested.

2



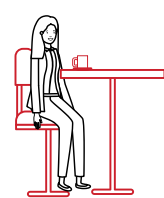
- Establish check-in procedure with daily health checks that include employee temperature scans upon arrival.

3



- Calculate average person per sq/ft in your facility in an effort to maintain safe social distancing.
- Zone your facility by assigning team members to specific zones using ID badges, color coating, etc.
- When possible, outline work areas to help staff understand their safe space.

4



- Stagger breaks and lunches in common areas to maintain safe social distancing.
- Develop a detailed schedule for regular breaks for staff. Ideally this would be based off the zones developed in step 3.

5



- Determine restroom occupancy procedures by establishing how many people can be in the restroom at one time. Close off parts of the restroom if necessary in an effort to maintain safe social distancing.

6



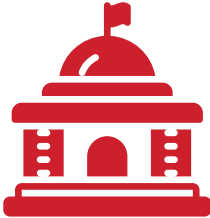
- Establish meeting protocols with proper number of people per room and guidelines on where to sit in order to maintain safe social distancing.

CLEAN WORKPLACE STANDARD.

- 1 
 - Keep the workplace clean and disinfected by:
 - wiping down surfaces that you or others might use in your area (e.g. desks, tables, chairs)
 - wiping down objects you use daily (e.g. phones, keyboards, pens, computer mouse)
- 2 
 - To effectively clean, you'll need to remove dirt, germs and impurities from surfaces or objects with soap (or detergent) and water to physically remove germs from surfaces with common cleaning tools.
- 3 
 - Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards and requirements.
- 4 
 - Personal sanitizing is also critical. Use hand sanitizer for your hands after touching shared equipment and surfaces (e.g. printers, doors, light switches, etc.)
- 5 
 - To disinfect to kill germs on surfaces or objects, you must use chemicals to kill germs on surfaces or objects.

EMPLOYEE HEALTH & WELLNESS.

1



- Create infectious disease preparedness response plan through referencing your federal, state, local and territorial health agencies in order to prepare your organization's leadership and team members to return to work safely.

2



- As part of your infectious disease preparedness plan, consider a plan that works for the general public, customers and co-workers.

3



- Include in your plan provisions for sick and high risk employees.

4



- When creating your plan, consider non-occupational risk factors.

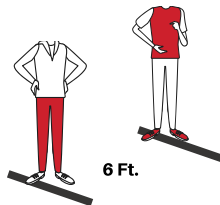
5



- Determine necessary controls for business and coordinate with your leadership to implement.

WORKPLACE SOCIAL DISTANCE.

1



- Keep social distancing by staying at least 6 feet away from other people, as well as placing office space in different areas or space them 6 feet apart.

2



- No physical greetings should take place including hugs, handshakes, high fives, etc.
- Contact-less greetings should be commonplace when needed or phone calls and emails.

3



- Identify danger zones such as multi-person areas like cafeterias, meeting rooms, reception lobbies or other areas that could get crowded and increase exposure possibilities.

4



- Limit customer face-to-face interaction by having meetings with clients online or through phone conference.



Additional resources available upon request and assessment:

- Return to the Workplace Checklist
- Basic Cloth Mask Use Standard
- Disposable Face Mask Standards
- Employee Forehead Thermometer Standard

We're in this together and are here to support you. Anything from additional COVID-19 Protocol resources and consulting to develop other best practices to providing Intralogistics Solutions to make your operations more efficient, we've got you covered.

**Contact Your Lean Management team:
sales@raymondhs.net**