

Can Shed's COVID-19 Response/Policy

Purpose

As a response to the COVID-19 outbreak that has affected our community, Can Shed has considered advice of both Health Organizations, including the Centers for Disease Control (CDC) and World Health Organization, and guidelines implemented by all levels of government. The following policy is Can Shed's response to working in a changed environment.

Preparing Can Shed for Reopening

Can Shed is committed to slowing the spread of COVID-19, and has taken numerous steps to protect both our employees and customers from the spread of the virus. In accordance with advice from the Occupational Safety and Health Administration (OSHA), Can Shed Employees and Customers will likely experience low (caution) exposure risk level (please see <https://www.osha.gov/Publications/OSHA3990.pdf> for more information about risk classifications).

To assist in decreasing the spread of COVID-19, Can Shed are actively working to:

- Reduce transmission among employees,
- Maintain healthy business operations, and
- Maintain a healthy work environment.

We will achieve this by:

Working to reduce transmission among Employees

- Actively encourage unwell employees to stay home,
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) will be asked to self-quarantine,
- Employees will not be returning to work until the 'all clear' has been issued by healthcare professional,
- Employees who are well but who have a sick family member at home with COVID-19, will be asked to self-quarantine in line with CDC recommended precautions.

Separate sick employees

Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other Employees, Customers, and Visitors and sent home.

Employees will have their temperature taken upon arrival to work at Can Shed. Should an employee register a temperature of 100.4°F or greater, the Employee will be given documentation regarding self-quarantining, and conditions to return to work.

If an Employee is confirmed to have COVID-19 infection, Can Shed will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Can Shed will instruct fellow Employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

Educating employees about how they can reduce the spread of COVID-19

- Can Shed is actively educating Employees with steps they can take to protect themselves at work and at home.
- Employees will be required to follow Can Shed's guidelines regarding illness, cleaning and disinfecting, work meetings and travel.
- Employees will be requested to wash their hands often with soap and water for at least 20 seconds, and use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Asking Employees to avoid touching their eyes, nose, and mouth.
- Can Shed has employed additional staff to ensure frequent cleaning and disinfecting of commonly touched objects and surfaces such as workstations, keyboards, telephones, handrails, and door handles.
- Can Shed is encouraging the practice of social distancing by avoiding large gatherings, reducing the size of meetings, implementing staggered shifts, maintaining distance (approximately 6 feet from others when possible), and closing down workspaces that are deemed too close together.

Reviewing and modify our essential functions to ensure safe operation of business

- Can Shed has taken advice from Health organizations, and have temporary modified our business practices to ensure the safety of both our Customers and Employees. Until further notice, we will only be able to accept correctly sorted Can Shed bags. This will reduce the handling of containers by both our Customers and Employees. Please see Can Shed's Welcome Sheet for more information about Can Shed's box and bag system.
- Customers that do not wish to use a Can Shed bag are welcome to donate their containers. A geylord will be available in the parking lot to accept donations, the income from these donations will be forwards to local charity Meals on Wheels.
- For walk-in Customer Service at our Cedar Rapids and Iowa City locations, only two (2) Customers will be allowed in the building at any one time to meet social distancing guidelines.
- Until further notice, we are asking the only one person per household enter a Can Shed building for the redemption or containers or purchase of Can Shed products.
- Until further notice, we are asking all persons 16 years and under to wait in their car or carpark and not enter the Customer Service area.

Planning to respond to absenteeism

- Can Shed promotes cross-training of Employees to ensure essential functions can operate even if key employees are absent.
- Prepare and implement flexible working options where possible.

Implementing Social Distancing

Social distancing means avoiding large gatherings and maintaining distance (approximately 6 feet) from others when possible (e.g., breakrooms and cafeterias). Can Shed has implemented the following social distancing strategies:

- Implementing flexible work options (including working from home)
- Implementing flexible work hours (staggered shifts)
- Increasing physical space between Employees at the worksite
- Increasing physical space between Employees and Customers (marking Customer Service areas with directional signs and colored tape)
- Implementing flexible meeting and travel options (postpone non-essential meetings and events)
- Downsizing operations
- Delivering services remotely (Can Shed products are available for purchase through selected Fareway grocery stores)

Supporting respiratory etiquette and hand hygiene for Employees, Customers, and Worksite Visitors

Can Shed will implement to following:

- Provide tissues and no-touch disposal receptacles (garbage cans).
- Provide soap and water in the workplace. As soap and water are not available at all workstations, alcohol-based hand sanitizer that is at least 60% alcohol will be provided.
- Place hand sanitizers in multiple locations to encourage hand hygiene.
- Place posters that encourage hand hygiene to help stop the spread around the workplace.
- Discourage handshaking – encourage the use of other noncontact methods of greeting.

Performing routine environmental cleaning and disinfection

Can Shed has employed additional staff to ensure our locations are as clean and safe as possible. This will include:

- Routinely cleaning and disinfecting all frequently touched surfaces in the workplace, such as hand rails, workstations, keyboards, telephones, and door handles.
- Perform enhanced cleaning and disinfection in the event that a person suspected/confirmed to have COVID-19 have visited a Can Shed location.

Reviewing meetings and gatherings

Can Shed is asking all Employees to:

- Carefully consider whether travel is essential for both professional and personal reasons.
- Consider using teleconferencing when possible for work-related meetings and gatherings.
- Consider canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person, or limit each meeting to a maximum of 10 people.
- When teleconferencing is not possible, hold meetings in open, well-ventilated spaces.