**Coronavirus/COVID-19**

***What Our Warehouse is Doing***

In response to the Coronavirus COVID-19 pandemic, we’ve undertaken the following steps to keep our employees and our operations safe:

* We have implemented a work-at-home plan implemented for corporate staff.
* Specific return-to-work requirements must be met for employees who choose to travel internationally on a personal basis (to include cruise ships).
* We require Self Quarantine for anyone visiting a Level 2, Level 3 Country.
* We require Self Quarantine for anyone who has taken a cruise in the last 14 days.
* We require Self Quarantine for anyone who has visited a domestic COVID-19 hot spot in the last 14 days.
* We have a clear outline for where there is a potential case for COVID-19 at any of our facilities and how our management at the site should respond via our risk guidelines.
* We require documentation of when an employee shows symptoms or self-reports being exposed to a primary contact who has been diagnosed with COVID-19.
* We require completed health questionnaires for all visitors and new associates.
* We have instituted a Reasonable Suspicion program and are sending associates home if they are demonstrating symptoms of COVID-19.
* We have relaxed our sick-leave policy when an employee is sick and has a doctor’s note.
* We have suspended all large offsite and onsite hiring events.
* We have suspended all tours of FDA-regulated facilities.
* All tours and domestic travel must be approved by the Business Unit Head.
* We have implemented social distancing and expanded sanitization protocols within facilities.
* We are using health officials’ guidance to employees on how to stay safe and healthy.

We will continue to adjust and make needed modifications to current policy in order to keep our employees safe and our operations running.

If you have any specific questions, please reach out to your respective Account Manager.