



Safety Reminders to Reduce Virus Spread

As we begin to return to work, things have changed since we were all in the facilities working together. There are new steps and procedures everyone will be expected to take to reduce the potential for the Coronavirus to enter our workplace and infect our team members. As with all our safety initiatives, each of us is responsible for not only our own safety, but each person within our facility.

- Jayhawk is supplying team members with a washable and reusable face mask. These should be worn anytime you cannot maintain a six-foot distance when interacting with another person. The mask you wear is to protect the other person, so it is imperative everyone adheres to this step or it does defeat the purpose. Masks should be laundered daily.
- You must supply your temp prior to reporting for your shift. This should be taken at home before you come to the facility, if you have a temp over 99 degrees Fahrenheit, you should not report and instead call your supervisor and monitor yourself for further symptoms and follow the guidelines as detailed by the CDC.
- Temps should be sent to safety@jayhawk.com or you can provide them to your supervisor who will forward it for you. Again, this is to be done prior to reporting for your job. As a backup, your temp can be taken at the facility by a supervisor or manager. This is not the preferred practice, in the event you have an elevated temp and you interact with a supervisor or manger, this could be a transmission point for the virus.
- Protective gloves are available and should be used whenever possible and disposed of after use. Jayhawk has a supply of protective gloves available.
- After using a common tool or piece of equipment, wipe it down completely with a disinfectant. An example would a forklift, after you are finished with it's use, you should disinfect the steering wheel and any other components you touched.
- Wash your hands on a regular basis, utilize hand sanitizer as a secondary method if you do not have access to hand washing.
- Practice social distancing of a minimum of 6 Foot at work and home. This includes lunch breaks or other gathering times.
- If you or someone in your family develops a fever or other virus symptoms as listed by the CDC, do not report to work. Contact your supervisor or manager prior to your shift and follow the guidelines from the CDC on the next steps.

Again, the purpose of all these steps is to prevent infecting someone else. You never know if you are asymptomatic and if you do not take the necessary precautions, you may give the virus to another person and the results could be severe for that person. The best advice is to be diligent and go above and beyond what you think is proper.