



COVID-19 Best Practice Procedures – updated 4/29/2020

Employee Screening Protocol:

- All employees before the start of each work shift will:
 1. Check their temperature.
 2. Verify they do not have a cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- Any employee with the above symptoms must call management and not come in to work.

New Service Protocol - All Rapid Shred drivers will:

- Wear mask & gloves when entering a client facility.
- Maintain 6 feet of separation from everyone at all times.
- Not service open waste baskets under desks or allow extra material to be dumped into their open cart.
- Use hand sanitizer after each stop.
- Not require client signature on work tickets. Driver will ask for and record client's name on service ticket.
- Wipe down truck interior at the end of each shift.
- When possible, use the same truck from day to day.
- Wear a mask if they need to ride in a truck with another employee.