



## WHAT IS COVID-19

COVID-19 IS A RESPIRATORY DISEASE CAUSED BY SARS-COV-2,  
A NEW CORONAVIRUS DISCOVERED IN 2019.

The virus is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. Some people who are infected may not have symptoms. For people who have symptoms, illness can range from mild to severe.

Adults 65 years and older and people of any age with underlying medical conditions are at higher risk for severe illness.

## IF YOU TEST POSITIVE

THE SIGNS AND SYMPTOMS OF COVID-19 PRESENT AT ILLNESS ONSET VARY, BUT OVER THE COURSE OF THE DISEASE, MOST PEOPLE WITH COVID-19 EXPERIENCE ONE OR MORE OF THE FOLLOWING:

- Shortness of breath or difficulty breathing.
- Muscle or body aches.
- New loss of taste or smell.
- Fatigue.
- Headache.
- Congestion or runny nose (As of 10/9/20, per CDC)

*Symptoms may appear 2-14 days after exposure to the virus.*

FOLLOW THE STEPS BELOW TO CARE FOR YOURSELF AND TO HELP PROTECT OTHER PEOPLE IN YOUR HOME AND COMMUNITY:

- Stay home. Take care of yourself. Stay in touch with your doctor. Avoid public transportation (ridesharing)
- Separate yourself from other people
- Monitor your symptoms (Dial 911 if your symptoms get worse)
- Call ahead before visiting your doctor
- Wear a mask over your nose and mouth
- Cover your coughs and sneezes
- Clean your hands often (soap and water or alcohol-based hand sanitizers)
- Avoid sharing personal household items (drinking glasses, cups, towels or bedding)
- Clean all “high-touch” surfaces everyday

YOU CAN BE AROUND OTHERS AFTER:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of Covid-19 are improving

## RETURNING TO WORK

TSG requires all associates who have test positive to have a negative test result before returning to work.

*(Exception Dallas County residents, but we do ask that you stay home a minimum of 10 days from the date you took your COVID-19 test or no longer exhibit symptoms for 3 consecutive days)*

## IF YOU TEST NEGATIVE

### WHAT YOU NEED TO KNOW

If you test negative for COVID-19, you probably were not infected at the time your specimen was collected. However, that does not mean you will not get sick. It is possible that you were very early in your infection when your specimen was collected and that you could test positive later. Or you could be exposed later and then develop illness. In other words, a negative test result does not rule out getting sick later.

**Persons with possible exposure and testing NEGATIVE COVID-19 who HAVE NOT HAD ANY symptoms:**

- Self-monitor under the supervision of their employer's occupational health program.
- Wear a face mask at all times while in the workplace for 14 days after last exposure.
- Maintain 6 feet and practice social distancing as work duties permit in the workplace.
- Retest if symptoms become present Persons testing POSITIVE (or PENDING RESULTS) for COVID-19 who HAVE NOT HAD ANY symptoms may discontinue isolation.

## HOW TSG HAS BEEN MONITORING COVID-19 AND KEEPING ALL WORKERS SAFE

SINCE THE ONSET OF COVID-19 THE COMPANY HAS FOLLOWED ALL CDC GUIDELINES.

In addition, we have implemented the following protocols:

1. Mandatory masks at all location. We provide masks and bandanas for all workers every day.
2. Mandatory 6 ft. separation from each worker where possible.
3. Mandatory temperature checks, at minimum 2 times week of all workers.
4. Mandatory disinfecting of all work areas, machines, forklifts daily.
5. Mandatory limiting workers in bathrooms, breakrooms and gathering points (minimum 6 ft)
6. Mandatory Hand sanitizer around the building, offices and high traffic areas for quick sanitation of hands.
7. Mandatory EPA approved disinfectants used in all facilities every day.
8. Mandatory Track and Trace to determine workers who may have been in direct contact (less than 6ft. more than 15 min.) of the positive case at the site.
9. Mandatory deep clean of area where positive case determined.
10. Mandatory COVID-19 Task Force meeting of all Executives and Select associates each Wednesday since March 2020.
11. Mandatory General Manager COVID-19 Call every Friday since March 2020.
12. Mandatory Weekly/ Bi-Weekly COVID-19 announcements for reading and posting at all locations since March 2020.
13. President COVID-19 video's weekly/bi-weekly since March 2020 reminding everyone of our protocols and how to stay safe at work. Visit You Tube (Shippers Warehouse) or view in Paylocity.

We require all locations to read, distribute and have every worker sign an acknowledgement of understanding of the TSG Protocols has had in place and will continue to follow until further notice.

For more information, questions or report a location not following guidelines notify:

Diane Villafana – VP of Human Resources-Safety Compliance

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