



COVID-19 Policy for Package & Mail Shipment and Receipt

This **COVID-19 policy** outlines expectations for **Package & Mail Shipment and Receipt** until further notice. These expectations are in addition to those contained in the **COVID-19 Policy for all Team Members**. We are following the direction of the local, state, and federal government, and monitoring the external situation. We will adjust our actions and policies as required.

- Designate a drop-off and pick-up location that is outside the Wiese facility. Do not allow outside package or mail delivery personnel inside the building. If necessary, post signage and contact suppliers to ensure they leave all packages without signature.
- When receiving packages:
 - Wash your hands or apply hand sanitizer (of at least 60% alcohol) prior to receiving packages.
 - Wear nitrile gloves before handling outside packages and mail.
 - Open boxes and envelopes outside of Wiese buildings.
 - Dispose of packaging immediately.
 - Using an EPA-registered disinfectant, clean and disinfect any tables or carts used for package delivery.
 - Dispose of gloves and disinfectants immediately.
 - Wash your hands or apply hand sanitizer (of at least 60% alcohol) before handling contents of package.
- Prior to packing materials for shipments:
 - Wash your hands or apply hand sanitizer (of at least 60% alcohol).
 - Wear nitrile gloves to pack shipment and put package in pickup location.
 - Dispose of gloves immediately.
 - Wash your hands or apply hand sanitizer (of at least 60% alcohol) after handling packaging.
- Common workstations: Using an EPA-registered disinfectant, clean and disinfect workstation before and after using it.
- Using an EPA-registered disinfectant, clean and disinfect phones and computers at your designated workspace, at a minimum 4 times per day.

Last Updated: April 10, 2020