

Cover Ups recognizes the need for increased safety and cleanliness in today's challenging business environment. We have a responsibility to provide a safe and healthy workplace for our associates, as well as, a safe, clean & high-quality product for our clients. In that spirit, we are adopting the following **Best Practices** to guide us going forward.

Employee Safety

- Daily taking temperatures of employees by a manager.
- Daily basic health screening questionnaire by a manager. Results logged.
- Employees who fail the temperature or screening sent home.
- Protective masks and gloves provided to employees.
- Sensitization & training on personal hygiene and proper use of PPE.
- Increased all cleaning of workspace, along with frequent employee hand washing for all operations
- Mandatory wearing of masks and gloves when handling linens.
- Frequent spraying of linen bags and its contents with appropriate disinfectant at pickup point and before taking to laundry counting & breakdown area.
- Stagger rest breaks, lunch period and smaller groups in multiple training sessions.
- Deep cleaning every night prior to close.
- Maintain social distancing via designated work zones.

Customer Safety

Pickup & Delivery

- Clean vehicle interiors with aerosols after every delivery/pickup cycle.
- Issue PPE & disinfectants to drivers.
- Drop off/pick up outside customers location or at docks only.
- Use common carrier where feasible.
- Disinfect every bag with aerosol disinfectant after pickup.

Product Safety

Linens

- **Thermal disinfection**- this process requires proper temperature and cycle time. In the washers, hot water (over 140F) for 20 minutes with chemicals can achieve sterility. Our standard is 160F, and our minimum cycle is 45 minutes. Additionally, dryer heat will help rid any possible remaining virus. Finally, our ironing process. Our Chicago brand ironers reach temps of over 275F. All three contribute to complete cleanliness and employee/customer safety.
- **Chemical disinfection*** - The use of Alka, Proxy, Flex, Geniox (our primary chemistry) all contribute to the disinfection process in the wash.
- We use chemical dispensers with metered dosages and reporting/traceability for each load.
- Our usual testing, as well as increased cleaning/disinfecting of equipment and all surfaces.
- *MSDS sheets are available on request.

Chairs

- Chairs are individually cleaned before delivery.
- Cushion covers are washed after each use.
- Drivers deliver or install using PPE.
- Chairs & trucks are cleaned again after rental.
- Drivers will arrange delivery windows to minimize interaction and maintain social distancing.