

AHPC Bakehouse – Coronavirus Response Social Distancing Plan – 3/16/20

In order to keep our Achatz team members healthy and to help prevent workplace exposures to illness, we will be implementing the following steps immediately:

- Practice **conscious separation** of work stations – Set up lines and work stations so workers can maintain 6 feet of separation
 - This may require new layouts for certain departments; see Dave Y for further direction
- Step away from work stations to **allow space when maintenance/sanitation team members** need to complete work
- **Wash your hands frequently**, especially after coughing/sneezing, touching your face/hair/glasses/phone, and when returning to the production floor after eating, using the restroom, etc.
- **Only 3 people** allowed in locker rooms and breakrooms at any time.
 - Team leads will need to stagger break times to accommodate this requirement.
- **Group meetings** held in the conference room/individual offices will be minimized
- All common area touch points (door handles, computer stations, etc.) will be **sanitized every two hours** by our sanitation team.
- If you have signs of illness (fever over 100 F, cough, shortness of breath), **please stay home!**
 - Also stay home if you have had contact with a potentially infected person.